



# Aquinas High School & Middle School **2023-2024** *Student / Parent Handbook*

Aquinas Catholic Schools is a Christ-centered family devoted to nurturing students of all faiths through educational excellence in its vibrant Catholic tradition.

*Aquinas Catholic schools is an equal opportunity provider.*

*Aquinas High School and Aquinas Middle School are Catholic Schools in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.*

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# WELCOME TO AQUINAS HIGH/MIDDLE SCHOOL

From the Administration, Faculty and Staff

Welcome to Aquinas High/Middle School, home of the Blugolds. We are looking forward to you becoming a part of the outstanding tradition that was started in 1928. This Student/Parent Handbook is given to you each year to guide you in your educational experience at Aquinas. We are happy that you have chosen to be part of the Aquinas Community. This choice gives you many opportunities, as well as many responsibilities. To assist you in these areas, we offer you this handbook. It is meant to be a helpful and informative document during your time at Aquinas High/Middle School.

Aquinas is an experience for each family. Your participation and involvement are important to your growth and progress as a maturing individual. We offer students and their families the opportunity for an excellent education through our academic and extracurricular programs. The staff and faculty are always available to help in any way.

May the Lord bless you as you work your way through High/Middle school. May He guide you as you grow in wisdom, age, and grace in your years as part of the Aquinas Family.

**Have a Great Year!**

## **Aquinas High School Rouser**



Oh, Cheer for Aquinas  
Cheer loud and long  
March on to Victory  
Singing our song  
We're all together  
In any weather  
Make the welkin ring  
We're cheering you  
Rah  
Fight for that line boys  
Fight for that goal  
We're all behind you  
Every single soul  
Hold that line and  
Fight, Fight, Fight  
For the Gold and Blue

## **History**

Aquinas High/Middle School, founded in 1928 as a Catholic co-educational school, seeks to build a community of learners among its faculty, staff, students and parents. Founded on faith in God and trust among its members, this community strives to make Catholic values an integral part of its existence. Aquinas High/Middle School fosters an environment of consideration and acceptance, while challenging its members to develop their potential through strong educational and extracurricular programs. Aquinas High/Middle School strives to prepare its students to assume vital Christian roles in a constantly changing world.

## **Teaching of the Catholic Faith**

Aquinas High/Middle School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome at our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

## **Hopes & Expectations**

A partnership of Parishes, Families, and Educators

In seeking to enroll your child in Aquinas Catholic Schools, you are entering into a long-enduring partnership of parishes and pastors; of parents and children; of teachers, administrators and staff. As is true with most partnerships, this relationship includes hopes and expectations on the part of all involved, and it includes a declaration of commitment. By enrolling your child, you are indicating your commitment to the various components of this partnership.

### **Hopes & Expectations: The Parishes**

Parishes are the central component of Catholic communal life and they are central to Aquinas Catholic Schools (ACS) as well. Those associated with our shared system of Catholic education are grateful for the generous support of our parishes. Parishes of the La Crosse Deanery contribute significantly to the system's annual budget. In addition, parishes with schools on their property fund ongoing maintenance and improvement of those facilities. Catholic schools are a fundamental aspect of Catholic life and the parishes which support ACS are proud to fulfill this important dimension of their mission to proclaim the gospel of Jesus Christ and to help young people grow in faith and in knowledge.

### **Hopes & Expectations: Parents & Children**

The financial support of our parishes makes it possible for ACS to offer a significantly reduced tuition rate to children from area parishes. In exchange for this generous support, it is understandable that our parishes would have expectations of those parents and children who are enrolled in our schools and share in this partnership.

**Parish Membership and Expectations:** Formal parish membership is a fundamental expectation. The expectations of parish membership are the same for ACS families as for all parishioners:

- Participation at Mass on Sunday (or Saturday night). Giving God thanks and praise at Mass is fundamental to Catholic life and it is an essential element of our children's growth in living and celebrating their Christian faith. The significance of all children and parents attending Mass each Lord's Day cannot be overstated.
- Involvement in Parish Life. A parish is vibrant only if all members participate in various ministries and volunteer opportunities. The commitment of ACS parents to these parish ministries and programs not only benefits the parish but also provides an important witness to our children in connecting faith and service.
- Financial Support. The generous financial support of all parishioners is necessary for parish life. Some parishes might indicate how parishioners would determine a pledge of financial support each year. Regardless, it is necessary for every family to recognize the obvious financial need of their parish, to consider one's ability and responsibility to support the parish, and then to plan and support their parish financially.

### **The Commitment**

This is a brief overview of our ACS partnership and the commitment we all make as part of this partnership to provide for strong and vibrant parishes and a solid foundation for Catholic education in order to enable our children to mature in faith, hope and love. If you have questions or concerns, please feel free to contact your pastor or the President of ACS, Ted Knutson at [Ted.Knutson@aquinasschools.org](mailto:Ted.Knutson@aquinasschools.org).

## Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook and/or student behavior that may arise. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matter omitted from this list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of Aquinas High/Middle School and its students. The policies and regulations within this handbook apply for all school sponsored activities, including those held before or after school and those held away from the Aquinas Campus.



# Admissions

## **Admission Policy**

Aquinas High/Middle School, operating under the auspices of the Diocese of La Crosse, admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school (Diocesan Policy 5101). Aquinas will reserve sole and exclusive judgment in the determination of all admissions. Aquinas High/Middle School reserves the right to modify, change or depart from this admission policy without notice.

All students are accepted to Aquinas High/Middle School on an annual basis. Parent(s)/Guardian(s) are required to provide copies of a student's documented learning plans, IEPs, 504 plans and behavior records prior to enrollment. Aquinas High/Middle School reserves the right to reject any applicant for admission. The acceptance of the registration fee in the spring for the following school year does not constitute final acceptance for continuation at Aquinas High/Middle School. Students not accepted back by the school will have their registration fee and any pre-paid tuition refunded by the school. Students who exhibit poor academic and/or disciplinary records will have their status evaluated by the school administration.

As a condition of initial and continued enrollment as a student in the Diocesan Schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students, and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion (Catholic Faith and Moral Standard DSP 5112).

While Aquinas High/Middle School does provide some special education services, those students may be required to seek these services in their local public schools. Aquinas High/Middle School will try to accommodate the student in accordance with DSP 5104 within resources of the school.

According to Diocesan policy DSP 6225: Non-Catholic students fully enrolled in a Catholic school are required to participate in all school activities and courses as Catholic students, provided such activity is permitted by Canon Law.

In any situation where there is a custody agreement, the school requires a copy of the dissolution of marriage and custody agreement. The portion of that agreement that stipulates custody and any other information pertinent for the school needs to be submitted. Aquinas High/Middle School students, even those 18 years old and older, must live with a parent/guardian.

In addition to the policies outlined in this Handbook, students are also subject to the Policies of Aquinas Catholic Schools and the Diocese of La Crosse. These policies may be reviewed by contacting the Principal.

## **Transfer Students**

An official transcript of credit is to be sent to Aquinas High/Middle School. In the acceptance of transfer students, academic credit

will only be granted in comparable courses in which credit was given by accredited High/Middle schools at the discretion of the

principal. The student must be able to fit into the school's academic and religious programs for the particular school year.

Though students who transfer do not need to make up the religion classes they missed while not in attendance at Aquinas High/Middle School, they do need to meet the 26-credit graduation requirement. For students who have been receiving homeschooling or who have taken summer school courses approved by Aquinas High/Middle School in advance, credit will only be granted for courses that are part of an approved program through a certified institution or from a parent/guardian who has current teacher certification in the area.

A student must have had at least six consecutive semesters in attendance at Aquinas High/Middle School to be eligible for

valedictorian/salutatorian selections. The Aquinas High/Middle School grading system will be the guideline for acceptance and

calculation of grades and grade point averages. The GPA of transfer students will be determined by taking their raw grades from their previous High/Middle school(s) and applying them to the Aquinas High/Middle School grading system. Pluses and minuses will be disregarded in the acceptance of transfer grades.

**NOTE:** It is the responsibility of the parents to ensure that the items listed below are sent to Aquinas High/Middle School:

- Application Form
- Transcript of Records
- Physical and Immunization History
- Special Education Files, Test Results and Current IEPs

## **International Students**

Any student seeking admission to Aquinas High/Middle School as an International Student must contact the International Student Coordinator from Student Services to complete the International Student Application Process.

## **Transfer Credits from Homeschool Students**

Homeschool students, upon enrolling or re-enrolling at Aquinas High/Middle School, are required to submit the following written documentation prior to any grade level placement or transfer credit consideration:

- a copy of the home-based registration form (PI-1206);
- a copy of the homeschool calendar year(s);
- a copy of the sequential curriculum taught;
- a copy of the homeschool portfolio, e.g.:
  - course titles,
  - course descriptions,
  - course objectives,
  - course length/time,
  - description of student achievement and/or performance.

The adjudication of transfer credits and/or grade level placement is the responsibility of the building principal. Department chairpersons, classroom teachers, and student service personnel may also participate in the adjudication process.

Supplemental student assessments may be required to determine grade level placement, eligibility for transfer credit consideration (i.e. oral interviews, written examinations, portfolio analysis, testing). The submission of written documentation and/or supplemental student assessments does not guarantee a specific grade level placement, nor does it obligate the district to grant homeschool transfer credits

## Tuition and Financial Aid Policies

Current Tuition and Financial Aid Guidelines, Tuition Billing and Payment Policies, and FACTS Grant and Aid Assessment information can be found on the Aquinas Schools Website

In order to meet its own financial obligations, Aquinas Catholic Schools must receive timely tuition payments. Families are provided several payment methods and schedules for fulfilling their financial obligations and are expected to honor that commitment. We are aware that financial crises can happen to any family at any time and every effort will be made to accommodate families in need of additional time to pay tuition. However, it is the responsibility of the parent(s) or legal guardian(s) to notify the ACS Finance Office (784-8585) when payments cannot be made according to the agreed upon payment schedule in order that a new payment plan can be established.

- Financial obligations must be met before students will receive diplomas, final report cards, transcripts, and/or school records. The President of Aquinas Catholic Schools may waive this requirement for families who have demonstrated good faith in working with the finance office to resolve their account balance. Students with outstanding balances will not be allowed to re-enroll in subsequent school years without an acceptable payment plan.
- In the case of a student's early withdrawal, tuition will be charged through the end of the academic quarter in which the student is enrolled.
- Aquinas Catholic Schools reserves the right to turn over any family account to collections after the family exits the system.

# Student Records

A permanent record of each student is kept on file at school. The records include the following information: scholastic ratings, results of standardized tests, and attendance records. It is the responsibility of parents to notify the school of any change of custody of a student.

## **Change of Address or Telephone Number**

If a family is moving or changing phone numbers, it is necessary that the school be notified. Please report any such changes to the Office.

## **Parental and Student Records Access**

A conference to review a student's file may be arranged by contacting the Principal or Student Services.

## **Release of Records**

The sending of dual records is done in the case of joint custody. It is the responsibility of the custodial parent to provide the school with the portion of the court record decree if it bars non-custodial parent from contact with the student or access to the records or information concerning that student.

The school keeps a listing of all student names, addresses, parent/guardian names, and home telephone numbers. The school normally uses this as an internal document. According to the procedures of the Diocese of La Crosse, this list may periodically be given to outside institutions that make formal requests. Families who do not wish this information to be released to outside institutions must submit this wish to the Office each school year.

## **Student Health Records**

All school children through Grade 12 attending Wisconsin Schools must show evidence of having received at least minimum protection against certain vaccine-preventable communicable diseases or must submit waivers to the contrary. Within 30 days of enrollment, children must present evidence to their current school that they have received protection against measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis, polio, hepatitis B and varicella. This law is for the protection of everyone in the school setting. Children may be excluded from school for up to ten days until a record of required immunizations is provided or until a waiver is claimed.

## **Transcripts**

All high school transcript requests must go through Parchment. There is a link on the Aquinas High School website or you can visit [www.parchment.com](http://www.parchment.com). Each senior will be given a registration code to create an account. The first three copies are sent at no cost to the student and additional requests must be accompanied by a \$5.00 fee.

# Attendance

## **Reporting Attendance**

For absence reporting and excusing your child for an appointment, please login into the parent(s)/guardian(s) Skyward account and record the absence in the Attendance tab (Attendance-Absence Requests). A skyward link can be found on the Aquinas Web Page <https://www.aquinascatholicschools.org/ahs-home>. Absences must be reported before 8:38 AM on the day of the absence. If you are experiencing difficulties, call the school office at 784-0287.

Parents are urged to make doctor and dental appointments after school hours and during vacation periods. **Students will not be allowed to leave the school grounds for dental or medical appointments or for any reason without a request by a parent, preferably entered in Skyward one day in advance.**

Statute 118.15 requires MANDATORY school attendance for a child who is between the ages of 6 and 18. Students and parents can be fined and referred to juvenile authorities for non-compliance with attendance laws. A student's attendance can be directly correlated to his/her success in school. Given that students need 26 credits to graduate from Aquinas High/Middle School, being in school and earning credits is critical in meeting the requirements for graduation.

## **Late Arrivals**

Students arriving late to school must first check in with the Office before going to class. All students who are tardy to school five or more times in a quarter are subject to detention. Detentions will be issued for every tardy thereafter for the remainder of the quarter. A parental note does not excuse detention. Sleeping in after an event is unexcused.

## **Absences**

On the day of absence, the parent/guardian is expected to report the absence as soon as possible in the morning. The age of the student does not change this policy. The High/Middle School does not collect homework for absent students. Students can check online for missed work.

## **Attendance at and After Sporting Events or Extracurricular Activities**

Students must be at school for 50% of the school day in order to be eligible to participate in extracurricular activities that day. (If you are absent for the first part of the school day, you must be to school no later than 11:30am in order to participate in any extracurricular activities for that day. If a student goes home sick, they are restricted from participating in any school related event, even if they were present for 50% of the school day.)

## **No student should “Sleep in” because they arrived home late the night before.**

Students are expected to attend the **Entire Day of School, from 7:55 AM to 3:05 PM**, following **any** school related activity the previous day.

## **Excused Absence**

Students may be excused from school for illness, health appointment or family emergencies, provided the parent/guardian calls the Aquinas High/Middle School office at 784-0287, or enters it into Skyward, before 8:38 AM on the day of the absence (Directions can be found on our website). Students must check out in the office if they leave the building and check in when they return to school.

## **Excused Absence - Illness**

If a student misses 5 or more consecutive days and/or accumulates 10 days of absences per year, a doctor's note will be required for each absence due to illness thereafter, to be excused. If the absences are due to a chronic medical condition, special religious holidays, or other extenuating circumstances, please contact the principal or associate principal.

## **Excused Absence – Parental Days in Advance or Extended Absences**

Students are allowed 10 parental absence days per year as long as the request is **MADE IN ADVANCE**. Students must have a pre-approved absence form filled out in advance for absences of 3 or more days. This form must be signed by all of their teachers. A parent **cannot excuse** a child because the child decides she/he does not want to be in school.

## **Excused Absence – School Related Sports / Activities Release**

Students will be excused for school related activities. They must notify their teachers prior to the event that will cause them to miss a class. All work missed must be made up. Teachers, coaches and/or advisors must give a list of the students in the group, to the office, 1 day prior to the event. All events must be administratively approved.

## **Perfect Attendance**

Perfect attendance is defined as not missing any school for any reason. This includes no tardies, appointments of any kind and any other type of absence.

## **Tardies**

Tardies are defined as being late to class. This causes interruption within the educational teaching process and should be avoided. Those students checking in after the school day has started must check in at the office for a pass. Students, without an acceptable excuse, who are late to a class during the school day, may receive a detention. Excessive tardiness will be handled by administration on a case by case basis.

## **Unexcused Absence / Truancy**

Absences of any kind are continually monitored, due to the fact that attendance and academic performance are so closely related. If a student's absence has not been reported to the school before 8:38 AM on the day of the absence, the absence is assumed to be unexcused. When a student has an unexcused absence the office will contact parents to confirm the students location. If we are unable to reach a parent or guardian the student's emergency contacts will be called. All unexcused absences must be made up either by detention or with the teacher whose class was missed. Excessive unexcused absences may result in a Simple Truancy Citation, a Habitual Truancy Citation and/or referral to La Crosse County Human Services.

## **Early Dismissal**

Students who require an early dismissal from school for medical appointments, funerals, etc., must have excuses entered into skyward or phoned in by a parent by 7:55 a.m. on the day the early dismissal is desired. Students must be at school for 50% of the school day in order to be eligible to participate in extracurricular activities (practices and competitions) that day. (If you are absent for the first part of the school day, you must be at school no later than 11:30am in order to participate in any athletic activities for that day. If a student goes home sick, they are restricted from participating in any school related event, even if they were present for 50% of the school day.)

## **Vacations**

Vacations taken during school days, even with the family, are strongly discouraged. Aquinas's calendar is issued well enough in advance for adjustments to be made concerning family vacations. When circumstances require that one be absent from school, the parent/guardian should contact the office one week prior to the absence and the student is responsible for completing an extended absence form. All work, including tests & quizzes, must be made up in a timely manner **at the convenience of the teacher, who is not obligated to provide special arrangements for academic work missed.**

## **Required Days of Attendance for Academic Credit**

Since classroom participation is considered a major component to learning at Aquinas High/Middle School, it is important that students not miss class. It is not enough to only complete worksheets or assignments and do well on tests and quizzes in the educational process. Attendance is an integral part of the Aquinas academic program. Medical excuses are required for missing multiple days due to illness. The administration reserves the right to adjust the following policy on a case by case basis. Any student who exceeds 10 days of excused or unexcused absences due to illness or vacations in an individual semester class will be subject to the following consequences:

- Parents will be notified of the ten days of absence. Absences for school business will not be calculated in these 10 days. Missing 20 minutes from any class will be considered an absence.
- Excessive absence may result in students not being allowed to miss school for school business (field trips, service, athletics) the remainder of the semester. This will impact academic field trips or events and impact grades in any class that requires a field trip. Students will not be released for early dismissal for athletic contests.
- Each day of absence after the initial ten days may result in a 1% deduction in the semester grade until the 25th day of being absent.
- Students will be placed on an academic contract when they are not making progress toward graduation based on continued absence from class or not completing required classroom work. The terms of the agreement will be based on their counselor's recommendation. Failure to follow the terms of the agreement could result in dismissal from Aquinas High/Middle School. If this contract would be extended into another semester or summer because of absence, students will have ten days to complete all work.

# Student Behavior

## **Bullying**

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Aquinas Catholic Schools strives to provide a safe, secure, and respectful learning environment for all students. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Aquinas Catholic Schools will consistently and vigorously address bullying to maintain the standards of a Christian community and to ensure that there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all school buildings and grounds, vehicles, and property owned, leased, or used by the school system, and at school-sponsored activities. The school system reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment.

Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either victims of bullying or aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to detention, suspension, expulsion, and/or referral to law enforcement officials.

Electronic evidence (pictures, calls, writings, blogs, and texts) of bullying may result in either in-school or out-of-school suspension depending on the severity of the evidence. If done during school time, this offense will also be considered an electronic device offense and the device will be held according to the electronic device policy.

### **Christian Conduct / Aquinas Honor Code**

We believe that all students have the right to receive instruction and to learn and grow in an atmosphere throughout the school that is conducive to learning. This helps students develop healthy self-concepts. We believe that all teachers have the right to teach and to establish a Christian environment within their classrooms where each child can grow personally, spiritually, and academically. The students will adopt the following Aquinas High/Middle School code so that optimal learning will take place: 1) respect God, self, others, and property; 2) contribute in a positive way to the learning environment; 3) follow all classroom and school procedures and rules. These rules apply throughout the entire building and within each classroom.

Always show respect in work and action for one another, faculty members, staff, and visitors. Physical fighting will not be tolerated. Lying, cheating, vandalizing, verbal harassment, bullying, and all conduct injurious to persons and property cannot be tolerated. Students shall be willing to accept consequences for their actions. Cheating is not only an injustice to others, it is also injustice to those individuals participating in such behavior. Each teacher has the full authority to deal with any type of cheating within the classes. Cheating is considered an academic violation and hence teachers will hold students accountable for such violation. Students should respect the private property of others. Examples cited herein are not all-inclusive. Good common sense should be the guide for all student conduct.

Students should make sure all valuables are locked up. In the locker room, valuables should be given to the Physical Education teacher or to a coach. Students should never bring large sums of money to school.

### **Study Hall**

Students are expected to arrive on time to Study Hall. Arriving late may result in a detention, as with any other class. Students are expected to remain in their assigned Study Hall for the entire class period unless they have previously obtained a pass to go somewhere else. Informal study should be the priority in the Commons area. Students are not allowed in the gyms, weight room, or locker rooms during study times.

Students are responsible to place all trash in the proper receptacles at the end of each period. The assigned proctor for each class period will determine the seating arrangements and method of attendance-taking. Food/beverages are to be consumed in the Commons only.

### **Dances**

Dances will generally last no later than **11:30 PM**. An Aquinas student may bring one guest from another school with a permission slip approved by the Dean of Students. The Aquinas student will be responsible for all actions by his/her guests. Once a student leaves a dance, he or she must leave the school grounds and not return.

Parents are asked to pick up their students promptly by **The End of the Dance**. Students may not bring food or beverages from outside into a dance. No props will be allowed at dances including, but not limited to, glow sticks of any kind.

## **Dance Attire**

Aquinas sponsors school dances during the school year. These dances provide students the opportunity to enjoy friendship and community outside of the school day consistent with our Catholic mission and values. At Aquinas sponsored events, the expectation is that a student's appearance and behavior reflect virtue and modesty. With this in mind, the following attire expectations are in effect for Aquinas dances.

### **Homecoming/Prom:**

Male - expectations are semi-formal attire required = Suit or Tuxedo, No Shorts, Jeans or sweatpants! Appropriate undergarments should be worn and not seen. Your dress shirt must remain on at all times.

Female – Semi-formal attire is required = Personal style is encouraged but dresses should be modest and respect the dignity of the body and the environment of a Catholic School. Appropriate undergarments should be worn and not seen. Dresses/skirts should fit appropriately and be past the fingertip in length or longer and no front or side cleavage showing.

**\*\*\*Anyone not in compliance will not be let into the dance\*\*\***

## Dress Code

### The Purpose of the Dress Code at Aquinas High/Middle School

First, it supports the school's mission by seeking to erase divisions that might be apparent in settings without a dress code. For instance, our students come to us from a wide range of socioeconomic circumstances and are hardly monolithic; therefore, the dress code serves as one type of equalizer for our students so they can focus on their faith and academic studies.

Secondly, the dress code supports the school's mission by assisting in their development toward career readiness. The dress code is intended to reflect the professional appearance that one would expect in the workplace. Similarly, many careers have dress codes and regulations for the sake of the profession: for example, doctors, nurses, lawyers, firefighters, police officers, military personnel, research professionals, and hospitality professionals are all expected to adhere to particular dress and appearance standards. The Aquinas Dress Code is intended to help students become habituated to such structures prior to their entrance into their chosen profession.

In conclusion, we at Aquinas High/Middle School are proud to be a representative of our school. This carries with it a responsibility to present ourselves in a manner fitting our dignity as people who "belong to the Lord." Our Students are the first ones to be seen by visitors when they come onto our campus. Therefore, it is expected that our students will always be dressed correctly and proudly according to our dress code. It is one of the ways we demonstrate a unifying faith in Christ as well as a unity of belief in the mission of Aquinas Catholic Schools.

The purpose of the dress code is to ensure that the students have a clean, well-groomed, modest and neat appearance. Students are to comply with the dress code throughout the school day, in the building, and on field trips unless specifically excused by administration. **The administration reserves the right to determine whether or not a student's appearance is acceptable.** Violations of the dress code may result in detention or may require a student to be sent home to change. Students are encouraged to keep an extra dress-code top and pants in their lockers in case of emergencies, so students will not miss valuable class time, and parents won't have to make an extra trip to school. Students will be counted as unexcused during the time out of school, and no credit will be granted during the time of absence. Detentions will be issued for each violation. On the third dress-code violation, the student will be placed on in school suspension until parents bring a change of clothes. This will be done for each violation until the end of the semester.

### **What you may wear on a Spirit Day**

- Any appropriate Aquinas top, hooded Aquinas sweatshirts WILL be allowed on these days only.
- Any clean solid-colored denim pants with no holes or tears or regular school pants.
- Any shoes firmly attached to the foot (No sandals, slippers or crocs are allowed)

### **Your Hair**

- Clean natural colored hair that should not cover the eyes or face.
- Boys must have it cut above the collar in back, above the ears and above the eyebrows.

### **Your Face**

- Boys clean shaven
- Girls subtle colored make-up



### General School Guidelines on any School Day

- Piercings are restricted to ears only and should not be excessive.
- No hairstyles that are a distraction or hair that covers your eyes or face. No Mohawks, no mullets spiked hair, unnatural colorings or designs
- No tattoos displayed in school or at any Aquinas function, whether at home or away
- No hats or head gear in school
- No leggings, jeggings, sweatpants, athletic pants/shorts, or wind pants
- No open shoulder tops
- No stretch, spandex, or tight clothing
- No political signs/logos, commercial signs/logos, or group signs/logos
- No shells, sheer or see-thru materials
- No mustaches, beards, or long sideburns
- No chains or long ropes
- No beachwear
- No strapless or backless clothing
- Hooded Sweatshirts are no longer allowed during regular dress days. Aquinas hooded sweatshirts are allowed on spirit days only
- No jacket/vest during the school day, unless approved by administration
- Clothing, jewelry, and or grooming must not be a distraction, a potential danger/ disruptive to the learning environment.

## Drugs/Alcohol/Tobacco/E-Cigarettes/Vaping (DSP 5508)

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation to protect its students from the dangers of drugs and alcohol. Additionally, as Catholic institutions, our schools must provide an environment for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools.

### **Definitions**

Drugs or alcohol (includes, but not limited to):

- Illegal drugs and alcohol
- Illicit drugs and alcohol (legal drugs used for illegal or improper purpose)
- Look-alike drugs (substances represented as illicit or illegal drugs or alcohol)

### **Expulsion**

Termination of a pupil as a student from the school permanently with no opportunity for reinstatement (Diocesan Policy 5115).

### **Dismissal**

Termination of a pupil as a student from the school less than permanently indefinitely or for a given term (Diocesan Policy 5115).

### **Suspension**

Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during an investigation and/or assessment.

### **Prohibition Categories**

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, events, and/or on school buses, or other school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en



route to school-sponsored or approved activities or events, and/or on school buses, or other school-sanctioned vehicles.

3. No student may knowingly remain in the continued presence of alcohol (except at school-sanctioned adult functions) or be under the influence of drugs or alcohol on school property or at approved activities or events, and/or on school buses, or other school-sanctioned vehicles.

### **Required Minimum Sanctions**

1. For students who have violated Category 1 Prohibitions-dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions-suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions-suspension or dismissal.

The school administration is charged with the responsibility of justly and equitably applying the required sanctions within each category.

In determining which sanction to apply within each category, at least the following factors shall be considered:

- The nature of the substance
- The amount of the substance
- The age of the student
- The degree of risk posed to other students; the cooperation or lack of cooperation of the student; and the student's prior record.

The decision of the school administration is final. If there is any disagreement with the decision of the school, the student and/or parent have the right of administrative recourse.

### **Investigatory and/or Remedial Measures**

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigations and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - A. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - B. The students must cooperate with any and all recommended actions and conditions of his/her treatment.
  - C. The student must refrain from any future drugs or alcohol offense.
  - D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
  - E. The student must cooperate with local school authorities.

## **Consequences for Drugs, Alcohol, Tobacco, E-Cigarettes, and Vaping**

### **Students in Extracurricular Activities**

If there is any violation of the school rules with regard to drugs, alcohol, tobacco, e-cigarettes or vaping, the school will first determine whether or not the student will be suspended, dismissed or expelled from school based on DSP- 5508. If the decision is to allow the student to remain in school, then the following procedures in regard to extra-curricular/athletic activities will be in effect for off campus use of drugs, alcohol, tobacco, e-cigarettes or vaping. Procedures and disciplinary actions of the extracurricular/athletic code are in addition to any other disciplinary action the student may receive.

- Upon receipt of an official report of a violation, the Principal or his/her designee will meet with the student(s) involved to discuss and determine the validity of the report. The Principal/Athletic Director will make a recommendation to the Principal as to possible suspension, dismissal, or expulsion, and then will inform the parents regarding the decision.
- If there is a decision to suspend, the date of decision will be the initial day of the suspension. The suspension will continue for the length of consecutive days or weeks in the school calendar. The school calendar will be considered as beginning with the first event or activity that continues after the last day of the school year. Any suspension that has not expired at the end of the school year will continue at the start of the next school year for returning students.
- Students may not practice with the team or play in a game or event during the suspension time.
- A suspension shall be from participation in all games or special events of the team, school club/organization activities during the length of the suspension.
- After the suspension, students must continue to practice with the team, group, or activity in order to remain a member.
- Students will be allowed, with administrative approval, to participate in school service activities/trips while suspended only if it is for academic reasons.
- Students who are suspended may be placed on a disciplinary agreement, and they forfeit all school privileges.
- In the admission of a transfer student, Aquinas High/Middle School will enforce any uncompleted suspension from the student's previous school for comparable offenses in a comparable way to the policy of Aquinas High/Middle School.
- Penalties/Consequences could carry-over from one school year to the next.

### **Extra-Curricular Contracts at Aquinas High/Middle School**

When necessary for a variety of reasons, students may be placed on an extracurricular contract that does not allow attendance at extracurricular activities such as dances, plays, athletic events, concerts, service opportunities, or other school-sponsored activities. Such students may not publicly represent Aquinas High/Middle School during the period of this agreement on teams, clubs, or organizations. The terms of this agreement will be evaluated at the end of each quarter.

#### **First Offense**

The student will be ineligible for practice for four weeks from the date an infraction was discovered and for at least one game or performance. The student will receive disciplinary action. The Principal/Athletic Director will investigate each allegation of use and make a determination as to its validity.

If the student agrees to an evaluation at an approved dependency agency and treatment is recommended, the consequence will be reduced to two weeks and one game or performance, provided the assessment is done before the two-week period. The results of evaluation and recommended treatment plan must be provided to the school. If the treatment plan is not followed and successfully completed, the consequences will be four-weeks ineligibility.

Before participation is allowed, the student must meet with the coach/advisor to discuss the rebuilding of the trust relationship that was violated by the student's use. Additionally, the student must request forgiveness from the other members of the activity/team and must complete a written assessment of chemical dependency and treatment alternatives at the discretion of the Principal/Athletic Director.

#### **Second Offense**

The student will be ineligible to practice or participate in any activity for nine weeks, and a chemical evaluation from a school recommended agency is required. The student will receive disciplinary action. The results of the evaluation must be provided to the school, and the student must agree to participate actively and cooperatively and to complete successfully, any recommended treatment plan. When the evaluation and treatment plan are in place, the student will be eligible for participation in five weeks. If the student does not continue with the treatment plan, he or she will be ineligible for nine weeks from the date the infraction was verified.

#### **Third Offense**

If there is a third offense, the student is ineligible for one calendar year from the date the offense is determined. The student will receive disciplinary action. An evaluation must be done, and a treatment plan put in place for the student to

continue as a student at Aquinas High/Middle School. If the student does not follow the evaluation and/or treatment plan in a cooperative manner, the student will be dismissed or expelled from Aquinas High/Middle School. If an offense occurs during the summer or during a time when the student is not participating in an extra-curricular activity or event, the student will serve the consequences at the beginning of the next season in which the student participates.

Consequences for drinking and alcohol violations are cumulative during attendance at Aquinas High/Middle School.

### **Students not in Extracurricular Activities**

Aquinas High/Middle School students who violate the drugs and alcohol policy and are not in extra-curricular activities will be subject to a required evaluation at an approved dependency agency and will receive disciplinary action that will include, but is not limited to, serving three consecutive detentions for the first offense; six consecutive detentions for the second offense; and ten consecutive detentions for the third offense. Students may be suspended from attending school events.

### **Attendance at Parties**

If a student is reported to have been at a party or in a situation where alcohol or drugs were used illegally, and if he or she did not leave the party within a reasonable amount of time even though it is determined that he or she did not use alcohol or drugs, the student will receive disciplinary actions that will include, but are not limited to, one week ineligibility for the first offense; three weeks ineligibility for the second offense; and nine weeks ineligibility for the third offense (provided the student has not been suspended, dismissed, or expelled per the Diocesan Policy on Drugs and Alcohol, DPS 1508). To establish that a student left before the reasonable limit, there must be four witnesses who were present at the scene and who can state that he or she left. Any student who hosts an illegal event or party will be suspended from school for a minimum of five days, and consideration will be given to dismissal or expulsion from school.

## Discipline - Aquinas High School

The listed corrective actions may be taken by Aquinas. Students who earn one of the above-mentioned disciplinary actions may not participate in any extra-curricular activities until the corrective measures have been completed.

### **Disciplinary Contract at Aquinas High School**

Students will be placed on a disciplinary contract for serious violations of the code of conduct at Aquinas High School. This agreement will be based on the recommendation of the Principal, Associate Principal, and Athletic Director. The length of the agreement will be determined by the severity of the offense. The contract will be evaluated at the end of each quarter. Failure to follow the guidelines of the agreement could result in dismissal from Aquinas High School.

### **Classroom Detention**

A teacher may issue a classroom detention for the violation of classroom decorum and/or the teacher's classroom regulations. Students are expected to serve detention with this teacher the day it is given. Failure to report to a classroom detention will result in a school detention. Students should make teachers aware of any transportation problems.

### **School Detention**

The faculty may issue school detentions for violation of school rules including, but not limited to:

- Disrespect toward peers, teachers, or staff members
- Possession of hand-held video games, cell phone, or music devices, in class, study, or Commons
- Dress code violations
- Disruptive behavior on school busses
- Failure to submit parental notes for absences and tardies
- Talking during a fire drill, school liturgy, assembly
- Food or drink in the academic section or hallways
- Disrespecting school property
- Failure to return library materials or team uniforms
- Disruptive behavior
- Failure to serve any detention whether it be classroom or a school detention
- No hallway pass or disruptive behavior in the hallways
- In locker rooms without being in class

The student will receive a pink copy of the detention form assigning him/her to serve detention the following day (Monday - Thursday) from 3:10-4:00. The white copy of the detention form will be kept in the student's file. The parents/guardians will receive an email and the yellow copy will be mailed with the next quarter report card. Students may be placed on

in-school suspension on the day after their sixth detention in a semester. They will be suspended from extra- curricular activities (trips, games, dances, athletics, clubs, etc.) for that day. This will also be the consequence for the 7<sup>th</sup> and 8<sup>th</sup> detention as well. On the 9<sup>th</sup> detention, the student may be placed on out-of-school suspension, and a meeting with parents will be scheduled before the student may return to school.

**School Detentions must be served on Wednesday from 3:10 PM to 4:00 PM. Classroom Detentions will run M-F and will be at the discretion of the teacher assigning the detention. \* Exceptions may be made for extenuating circumstances at the discretion of the Principal or Associate Principal.**

**Neither extracurricular activities nor work is an excuse for missing or postponing detention.**

### **In-school suspension**

The student is removed from the normal classroom situation and is required to do school work provided by his or her teachers. The student is not allowed to eat lunch with classmates or attend activities, practices, performances on the day he or she is in in-school suspension. Class work done during the suspension may only receive a maximum grade of C. The length of the in-school suspension will be determined by the administration.

### **Out-of-school suspension**

The student is excluded from school grounds and all school activities for the length of the suspension (not to exceed 10 school days). The student may receive reduced credit or no credit during the time of suspension.

### **Dismissal**

Termination of a pupil as a student from the school with opportunity for reinstatement at a later date (indefinite or for a given term) - (Diocesan Policy 5115).

### **Expulsion**

The termination of a pupil as a student from Aquinas permanently, with no opportunity for reinstatement (Diocesan Policy 5115).

### **Electronic Devices**

Portable video games, music devices, cellular phones, cameras, etc., are not allowed in hallways, classrooms, locker rooms, or bathrooms during the normal scheduled day. Students are not allowed to take pictures, record messages, or video tape on school grounds without written permission from administration. Students may not record classes, or videotape or photograph other students, teachers, or administrators without permission. These devices are to be turned off and left in the locker until the school day ends. If the electronic device is seen, goes off, or is used during the school day without permission, the item will be confiscated, and a detention will be issued.

Parents/Guardians are asked to call the main office with messages for their students. If a phone is confiscated it will be held for one week in the office from 7:55 AM-3:05 PM for the first offense. It will be held two weeks for the second offense, and three weeks for the third. If a phone is taken away for a fourth time or more, it will be held for four weeks and will be kept until a parent or legal guardian comes to pick it up.

Students are not permitted to wear headphone/earbuds on the ears, nose, and around the neck during the school day in classrooms, hallways, or commons, but may be used in a classroom setting with teacher permission.

### **Disciplinary action for violation of use of electronic devices**

Includes but is not limited to:

- 1<sup>st</sup> Offense – Device is confiscated and the student will be issued a detention. The device will have to be turned the phone into the office every day for 5 consecutive school days.
- 2<sup>nd</sup> Offense – Device is confiscated and the student will be issued a detention. The device will have to be turned the phone into the office every day for 10 consecutive school days.
- 3<sup>rd</sup> Offense – Device is confiscated and must be picked up by a parent/guardian. The student will also be issued a detention and will have to turn the phone into the office every day for 15 consecutive school days.

### **Extracurricular Behavior Policies**

Aquinas High School is a member of the Wisconsin Inter-Scholastic Athletic Association and the Mississippi Valley Conference. All rules, regulations, codes of ethics, and sportsmanship policies of the WIAA and the MVC are adhered to in all sports. However, Aquinas reserves the right to establish rules and regulations over and above those of the WIAA and MVC.

## **Hall Passes**

Students are to clear the corridors within the scheduled three-minute passing time, or they will be subject to receive detention. When students are going to and leaving from lunch, they are to make every effort not to disturb classes that are in session. A student who is in the corridors, stairwells, or unscheduled area of the building during class time without an appropriate pass will be subject to detention.

## **Hazing**

Hazing, initiation, and intimidation are expressly prohibited at Aquinas High School. No student should ever be subjected to ridicule or made to participate in humiliating, and/or degrading activities. This includes, but is not limited to, the practice of "kidnapping." Any student involved in these activities will be subject to suspension from Aquinas High School. Every incident should be reported to a faculty member, counselor, or administrator.

## **Parking Lot Privileges**

Parking is available in the Cameron Street lot only with the purchase of a parking permit. All senior students as well as those students participating in HSA, Viterbo or Western Programs will be given a chance to purchase a parking permit first. No student is to park in the Cass Street lot. Students parking on surrounding streets must comply with city ordinances and must show proper respect and courtesy towards our neighbors. No student cars may be parked on school property during school hours without a pass. All school rules apply on all school grounds, including the parking lots. Students parking in unauthorized areas will be subject to detention and the towing of their vehicles at their own expense.

Students may not exchange or sell their parking permits or allow other students to park in their assigned spot at any time from 7:30-3:05. The permit will be revoked without a refund. The police will be called for any student who parks in either lot without permission or a pass, and the vehicle will be ticketed or towed at the student's expense.

## **Fighting**

An act of violence or a threat of violence carried out toward Aquinas High School, the staff, students, property, be it on campus or off, will result in immediate suspension. The parents and other proper authorities will be notified.

Upon completion of an investigation, a decision will be made regarding consequences that may include, but are not limited to, further suspension, dismissal, or expulsion from Aquinas High School.

## **Searches**

Lockers are the property of the school and are subject to searches at the direction of the administration. Automobiles parked on school property are subject to searches by the administration. Items such as coats and jackets, backpacks, books, computers, cell phones, journals, and any other such items that students bring on school property are subject to searches by the administration. The administration also has the right to bring in law enforcement agencies and drug-sniffing animals as deemed necessary.

## **Weapons**

The possession or use of weapons, explosives, look-alike weapons such as cap guns, or any other object, that can reasonably be considered to be weapons, during the school day, on school premises, or during school-sponsored activities will result in immediate suspension. The parents and other proper authorities will be notified. Upon completion of an investigation, a decision will be made regarding consequences that may include but are not limited to further suspension, dismissal, or expulsion from Aquinas High School. Students are to report any threats to a teacher or other school personnel.

## **Senior Privileges and Responsibilities**

Seniors throughout the first quarter will be evaluated by their performance in the classroom and their cooperative behavior. Class officers will meet with the senior advisor and the administration to discuss possible privileges depending on the continuing progress of the seniors. Privileges may be granted or removed by the principal.

Special privileges are granted to seniors as a class and as individuals at various intervals during the school year. Seniors are expected to show a positive attitude in and out of the classroom. Seniors who show a lack of cooperation are subject to a forfeiture of these privileges. The school actively opposes any organized skip days or other unauthorized activities. Students who participate in these unauthorized skip days and activities are subject to out-of-school suspension, dismissal, ineligibility to participate in commencement events, forfeiture of leadership positions, and exclusion from further consideration for awards and scholarships. All graduating seniors must participate in all end of the year senior activities in order to participate in graduation.

**Senior privileges will be issued by Administration.** Any grade below a CD at quarter or mid-term removes senior privileges until the senior has improved his/her grades. Any detentions or suspensions also remove senior privileges.

## **Sexual Harassment**

All students of the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment (Diocesan Policy 5512).

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials that are not necessary for school purposes."
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school Principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school Principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reporting, in good faith, any sexual harassment.

## **Theft and Vandalism**

Theft or vandalism of school, faculty, or student property will result in a detention, suspension, or expulsion. Restitution must be made by anyone found to be responsible for theft or vandalism. Students must lock all valuables for physical education classes and athletic practices or games. Large sums of money should not be brought to school.

## **Student Rules for School Computers, Chromebooks, and Internet Use**

Use of school computers (laptops, iPads, tablets, notepads, phones, etc.), including use of the Internet by students, shall be supervised and monitored by the teaching staff and administration. Documents produced on school computers as well as information and data accessed on the Internet must be consistent with the school's educational philosophy and mission. Students are reminded that plagiarism of any kind will not be allowed. School policies with respect to behavior and language apply to general computer and internet usage.

**Unacceptable uses of school computers include the following:**

**Students shall not**

- Access, enter, or transmit information that is inaccurate, illegal, indecent, obscene, defamatory, or likely to result in harassment of another individual, likely to cause material disruption in the school, violates, or is otherwise inconsistent with school policy
- Download software without school authorization
- Use another individual's password and login name
- Illegally use copyrighted material
- Attempt to gain unauthorized access to restricted areas
- Deliberately attempt to disrupt any computer system or destroy data
- **Enter chat rooms or play games**
- Post personal contact information about oneself or others
- Use the Internet for profit
- Subscribe to any services or order any goods
- Engage in conduct that violates local, state, or federal law

Any unacceptable use of the Aquinas network, Chromebooks, computers or the Internet will result in school disciplinary action, and/or legal action. Aquinas High School makes no guarantee that its network services, including site filtering, will be free from error or without defect. The High school will not be responsible for any damage a student may suffer, including, but not limited to, loss of data or interruptions of service. Aquinas High School is not responsible for any financial obligations the user incurs through the use of the Aquinas High/Middle School network or any of its components. Students will be required to save assignments and projects on their own USB flash drives and not on the network.

# Discipline - Aquinas Middle School

Aquinas Middle School places a high value on respect, self-discipline, and good behavior. Students are expected to display proper respect for others and their property as well as follow the necessary rules and regulations. It is essential that students understand and accept their responsibilities as students and citizens.

The Aquinas Middle School staff recognizes that education is most effective and enjoyable when students take responsibility for their own behavior. In order to facilitate this effective and positive learning environment, Aquinas Middle School uses the

**HONOR LEVEL PROGRAM.** Through the use of the Honor Level Program, all Aquinas Middle School staff members can consistently set the tone for appropriate and respectful actions. Furthermore, the Honor Level Discipline Program provides a set of rules and consequences that help to ensure consistency, fair treatment, and clear expectations for all students. Most importantly, the Honor Level Program provides opportunities for staff members to recognize appropriate behavior through incentives and rewards individual students earn. The ability to focus on the positive is an excellent way to assist middle school students in their self- discipline and personal growth.

In essence, the Honor Level Program tracks student behavior, both positive and negative, via a system of points. Students struggling with poor behavior choices are issued points with the number varying relative to the behavior. Points fall into different categories:

Failure to:

- 1 Pt Reminder
  - Bring signed material from home.
  - Arrive to class on time.
  - Come to class with homework.
  - Come to class with necessary materials.
  - Move through the building in an orderly manner.
  - Use hall pass appropriately.
  - Follow dress code policy.
  - Attend music lesson.
  - Follow classroom and school rules.
  - Use proper manners.
  - Come to class with assignment notebook.

3 Pt School Detention

- Multiple reminders for the same behavior.
- Follow classroom and school rules.
- Follow lunch rules.
- Respect school property and the property of others.
- Use appropriate language.
- Come to class with homework consistently.

5 Pt School Detention

- Settle conflicts appropriately.
- Treat peers with respect.
- Treat staff with respect.
- Extreme behavioral disruption.

Along with reminder slips there are times when a student may receive a detention slip. All detentions are forty minutes in length, after school, from 3:10-3:50 p.m. Students and parents will always be informed the day before a student is to serve a detention. Parents are notified of a detention via a blue slip issued to the student by the teacher. Parent signature on this blue slip, acknowledging awareness of the detention, is a critical part of the communication process in helping correct inappropriate or problematic behaviors. It is the student's responsibility to return the blue slip, signed by a parent/guardian, immediately to the main office, before school, the following morning. An assigned detention takes precedence over all other after school activities, including athletic competitions. Failure to return a blue slip and/or any time a student misses an assigned detention, with the exception of absence during the school day or prior arrangements with the Honor Level coordinator, means that the detention time will immediately be doubled and further points/consequences may result.

The Honor Level Program keeps a running log of all reminder slips and detentions issued to a student. This is extremely helpful in helping identify areas of difficulty for a student. Discovering the nature of a problem will help us work together as a team, with the school, the parents and with the student – toward a solution. This running log also allows for the humanness of young people to be noted. Specifically, reminder slips do not compile for an extended period of time with this program. On any given day, a student's total honor points define what Honor Level status the student is currently at:

Honor Level One	0 – 1 points
Honor Level Two	2 - 10 points
Honor Level Three	11 – 20 points
Honor Level Four	21+ points

However, Honor Points last no more than 14 calendar days on the student's active record and then drop off. Thus, the Honor Level Program is a fair and forgiving system that allows for differences among students while enforcing consistent standards.

Incentives are important to an effective middle school discipline program and this system offers various incentives to students based on their Honor Level at the time of an activity or event. The incentive guidelines are:

Honor Level One: A student can participate in all incentives (Silent Auction and Live Auction, Homework Pass rewards, Auction Buck rewards, Principal's Raffle, Socials, etc.)

Honor Level Two: A student can participate in select incentives (some of the above as stated on the calendar guide – assigned by Student Council members prior to the school year.)

Honor Level Three: A student may not be allowed to participate in any incentives. Attendance at school sponsored social events during or outside of school will be limited. There exists a possibility for non-attendance and non-participation in school clubs, athletics – games and practices, etc.

Honor Level Four: A student will not be allowed to participate in any incentives. Attendance at school sponsored social events during or outside of school will not be allowed. No attendance or participation in school clubs, athletics, etc.

Also, any student earning more than 25 points per quarter may be subject to further disciplinary action as stated below under the probation, suspension, dismissal and expulsion guidelines.

Please note that the purpose and goal of utilizing the Honor Level Program allows your child to be the chief benefactor in this system. Education can take place more easily and more effectively in classrooms where students take responsibility for their behavior. The Honor Level Program creates a positive and concrete environment that is conducive to learning. Students no longer fall through the cracks, and each student can be dealt with individually. With the Honor Level Program, more time is spent on students who consistently make positive choices rather than on the few students who do not.

For behavioral concerns of a more serious nature, the following options are available to the principal or associate principal who will make the final decision: Probation, suspension, dismissal and expulsion.

#### **Probation:**

Probation is intended as a warning that unless conduct is improved, suspension or expulsion is a definite possibility. Probation may be given for any of the causes listed under suspension or expulsion. Written notice of probation is to be given to the parents of the student placed on probation.

#### **Suspension:**

Suspension is a disciplinary action to be used in more serious or continued infractions of the behavior code. Suspension may be either in-school or out-of-school as determined by the principal. In either case, the student is responsible to complete all work and/or tests immediately upon return to the classroom setting. Any of the following reasons may be, but are not limited to, cause for suspension:

1. Truancy.
2. Smoking or chewing tobacco on school property.
3. Violations of the Aquinas Middle School Drug and Alcohol Policy.
4. Disrespect or defiance of an adult in a position of authority.
5. Obscenities- oral, written, or gestured.
6. Destruction of school property.
7. Actions seriously disruptive to class conduct.
8. Inappropriate writing, drawings, etc.
9. Behavior that endangers other students or staff.
10. Any threat, verbal or written, that would endanger the safety of students, staff, or the Aquinas facility. The above threat to person(s) or building will result in the immediate suspension of the student. Upon investigation of the incident the student will either be allowed to return to school upon completion of the out of school suspension or if necessary to be considered for dismissal or expulsion from Aquinas Middle School.
11. Theft.
12. Possession or computer access of pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities, or on school buses.
13. Unauthorized and/or improper use of school computers and equipment.



14. Unauthorized entry into the elevator or possession of an access key.
15. Loitering in the neighborhood before/after school or otherwise causing a disturbance for the neighbors.
16. Giving a false report to an administrator.
17. Possession or use of a weapon, explosive, or look-alike weapons.
18. Disruptive behavior on school buses.
19. Fraudulent use of lunch ID numbers.
20. Any of the grounds for expulsion.
21. Sexual harassment.
22. Bullying and/or harassment.
23. Hazing.
24. Excessive amount of points (more than 25 per quarter).

Suspension may lead to permanent expulsion. A conference with parent/guardians, teacher, principal, and student is a prerequisite for re-admission of a student.

### **Dismissal and Expulsion:**

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

The term "expulsion" is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given term). DSP 5115

Any of the following may be, but are not limited to, cause for dismissal/expulsion:

1. Use, possession, buying, or selling drugs or alcohol in the school or on school grounds, during an off school grounds extra-curricular activity, or on school buses.
2. Possession or use of a weapon, explosive, or look-alike weapons.
3. Bringing a weapon, explosive or look-alike weapon to school.
4. Serious destruction of school property.
5. Insubordination or failure to comply with instructions or directions given by the school staff.
6. The use of indecent or abusive language or gestures to any of the staff or students.
7. Behavior that adversely affects the status of the school.
8. Behavior that deteriorates the morale of other students or the staff.
9. Behavior that endangers the safety of other students or staff.

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of others students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. (DSP 5112)

# General Information

## **Academic Support Services**

Various Academic Support Services are available to Aquinas High/Middle School students. Our formalized academic support program offers, to all students, significant opportunities to maximize their Aquinas High/Middle School learning experiences. Some supports that may be available for Aquinas High/Middle School students are:

- Teacher before school assistance from 7:30-7:50 a.m. daily
- Teacher after school assistance from 3:05-3:30 p.m. daily
- Paraprofessional support in classes and resources
- Literature books on tape or CD
- Recorded Library books
- Aquinas High School National Honor Society Tutors

For a student with currently identified extraordinary learning needs, regular consultations are available to support the student, parents, and teachers. Students who qualify under state criteria as requiring special education services have individualized educational case management available to them. Response to Intervention is part of our school and system efforts to serve each student.

Through Aquinas Middle School's membership in the Wisconsin Center for Academically Talented Youth (WCATY), students interested in challenging academic offerings will have opportunities available to them. This information will be posted/and or forwarded to parents from the Administration and/or Guidance Academic Support Offices.

## **Accidents**

It is the responsibility of the student to inform the faculty member in charge of any injury occurring on school grounds or during a school-related activity. The faculty member will file an accident report with the Main Office. The school does not provide accident insurance for students.

## **Administrative Recourse**

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian. DSP 1901

Outline of the chain of authority (specific to Aquinas Catholic Schools) to be followed in resolving disputes:

1. Teacher/Employee
2. Principal
3. President
4. Dean of La Crosse Area Pastors
5. Diocesan Director of Catholic Schools
6. Bishop

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within 30 calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of

the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it.

Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help, or the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10:2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739)

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1749-1752) DSR 1901

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied. DSP 1902

## **Asbestos**

### NOTICE OF ASBESTOS INSPECTION, MANAGEMENT PLAN LOCATION AND AVAILABILITY

The school's asbestos management plan is located in the principal's office. This plan contains the original EPA AHERA inspection reports, periodic surveillance, 3-year re-inspections, and response action activities. This document is available for review by all parents upon their request. (DSP/R 3320).

If you wish to review this school's EPS AHERA related documents, appointments must be made with the Aquinas Middle School Principal at least one working day in advance. Copies of the documents are available from the same location upon request.

## **Athletics Booster Club**

The Aquinas Booster Club is a grade 5-12 athletic organization that provides invaluable assistance to advance all Aquinas athletic programs. Parents of athletes are encouraged to become involved in the Booster Club. Meetings are held monthly and are noted on the school calendar.

The primary function of the Athletic Booster Club is to raise funds to support the athletic programs of Aquinas Catholic Schools. Parents of middle school athletes are asked to assist in the raising of funds via the annual calendar sale, helping at concessions, and other specific money-raising events.

## **Bicycles**

Bicycle racks are provided for the students. **ALL BIKES SHOULD BE LOCKED.** Aquinas is not responsible for any damage or theft of Bicycles.

## **Bus Transportation**

Aquinas High/Middle School supports the bus regulations issued by the bussing company and/or the respective public school district. The rules are made for the safety and welfare of the children. Riding a school bus is a privilege, and it can be taken away if the privilege is abused and bus misconduct reports are issued. Misconduct reports are issued by the bus company and enforced by the school via the principal.

Bus schedule details and questions may be directed to the individual transportation office: Holmen 526-4752, La Crosse 789-7647, and Onalaska 783-4763.

## **College Visits**

Seniors and juniors will be permitted three college visitations, if they involve school days. To request additional excused college visit days you will need to contact student services. College visits that comply with all terms below will be considered as attendance in school relative to eligibility for participation in activities.

The following procedure for college visits is to be followed:

1. Prior to the visit, the student will pick up a *College Visit Form* in Student Services.
2. The student will make an appointment for an official visit at the college of his or her choice. To be official, the visit must include meeting with someone in the college admissions department.
3. The student will have a parent/guardian sign and date the form and then bring it to student services for a signature from a School Counselor.
4. The student will obtain a signature from each of his or her teachers indicating knowledge that the student will be gone on the specific date.
5. The student will return the form to the main office, where it will be placed in the student's file.
6. The bottom section of the form will be returned to the student for a signature or stamp from the college admissions office. After the college visit, when the student returns the signed or stamped note, the revision will be made to Aquinas High/Middle School attendance record.

## **Confidentiality**

The Diocese of La Crosse Catholic Schools operates under "a spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person
3. Serious moral issues
4. Any other matter that raises serious enough concern in the mind of the employee that he/she believes it is important to share the information with the school administrator

The school administration, after consultation with Office of Schools, may choose to disclose the information to parents/guardians, legal authorities, medical personnel, or other deemed necessary personnel (Diocesan Policy 5310).

## **Crisis / Safety Plan**

The administration will implement the Aquinas Catholic Schools Crisis/Safety Plan when necessary to protect the staff and students from injury or harm. In the event of a crisis, law enforcement and emergency personnel will be called.

## **Elevator**

No student may ever enter the elevator unless given specific authorization from administration. Students with special medical needs may request access from the Office and may have one helper with them. A detention will be issued to a student using the elevator without receiving prior permission from the Office.

## **Field Trips**

Teachers may schedule school-sponsored field trips in accordance with the academic goals and objectives of their classes. These trips afford Aquinas students a broad range of opportunities to enhance their intellectual, social, and moral development. Students in these classes are expected to participate in these field trips. In order to participate, students must give the teacher a signed Parental Permission Form prior to the departure for the event. Students will travel on school-arranged transportation at the direction of the teacher. Student participation in the trips may be precluded by the prolonged or excessive absence or failing grades at the discretion of the instructors and Administration. **Field trips are a privilege, not a right, and can be denied. Students who have been suspended or have missed ten days of class in a semester will not be permitted to attend field trips.**

## **Fire / Severe Weather Drills**

In accordance with state statute, Aquinas High/Middle School will conduct monthly fire drills. Severe weather and tornado drills will be conducted as appropriate. When the fire alarm sounds, all students must proceed in an orderly manner to the appropriate exit as posted. All windows and doors should be closed. Silence must be maintained throughout the drill. Each class should stay together and walk away from the building to the sidewalk or far end of the parking lot. Students should wait outside quietly as attendance is taken. Students must remain outside until instructed to return to the building by an administrator. Anyone other than an administrator or custodian who remains in the building during a drill is subject to arrest or fine by the La Crosse Fire Marshal.

In the event of a tornado drill, students will be notified via the P.A. when to take shelter. If the P.A. is not functioning, runners will be used for notification. Immediately following notification, students are to leave their classroom in an orderly manner for the assigned area. Students are to stay away from doors with glass windows and crouch on the floor, and face the wall, with heads between knees and arms cradled over heads. The ALL CLEAR signal will be a verbal announcement on the intercom. Students are to return to classes in an orderly manner when the drill or danger is over.

## **Fundraising**

Aquinas High school and Middle school each sponsor one major fundraiser during the school year. Monies from the fundraisers are used for specifically designated needs. All students are expected to participate in these annual fundraisers (buyouts by parents are considered participation.) Other fundraisers, approved through the ACS office will be held as necessary but will be kept to a minimum and are not required.

## **Lockers**

A locker is assigned for the student use each year at Aquinas and is provided by the school for the convenience of the student. The locker is to be used for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose. Any mechanical problem with the locker must be reported immediately to the Office. Lockers are to be locked at all times. Do not give your combination to any other student. Lockers remain the property of the school. Authorized officials of Aquinas High/Middle School have the right to make periodic checks of lockers for the general welfare of the school at any time. Valuables need to be locked up at all times. The school reserves the right to bring in law enforcement to search lockers in whatever way they see fit.

## **Medications**

Medication is permitted and administered only according to the guidelines set by the State of Wisconsin 118.29 and Diocesan Policy 5505. Whenever possible, medications should be administered at home. Notification of students requiring medication at school must be made by the parent/guardian to the school office. The regulations below apply to the administration of any medication, whether prescription or non-prescription.

1. The parents/guardians shall provide the school with the physician's orders of prescription detailing: the name of the student, the type of disease or illness involved; the name of the drug, dosage, and time interval in which the medication is to be taken; the date of initiation and the date of discontinuance; the desired benefits of the medication; the side effects; and an emergency number where the physician can be reached.
2. The student's parent/guardian shall provide a **Medical Provider Authorization Form** to the school authorizing the administration of the prescribed medication at school.
3. Medication shall be brought to school in the original container appropriately labeled by the pharmacy. The name of the student, the names of the physician and pharmacy, and the pharmacy phone number shall be indicated on the container.
4. Non-prescription medication may be given to students if it is provided in the original container and the **Over-the-Counter Authorization Form** is completed by the parent/guardian.
5. The school shall provide a locked space for the storage of the medication.
6. The school personnel shall keep a written record of all drug administration. This record shall include: what medication; to whom; when; and who administered the medication. The information shall be placed in the student's health file.

**No medication will be given by school personnel unless these regulations are followed.**

## **Snow Days and Emergency Closing**

In case of severe weather or emergency, Aquinas High/Middle School will follow the decision made by La Crosse Public Schools as to closing or delayed opening. Any decision will be broadcast on local radio stations. Families living in outlying towns where the weather may vary from La Crosse should exercise reasonable caution in deciding to drive to school.

## **Textbooks**

The school issues textbooks for the use of students during the school year. Textbooks should be covered to preserve the condition of the textbook. These must be returned to each teacher in the same condition in which they were received. The replacement cost of lost or damaged textbooks must be paid prior to issuance of 4<sup>th</sup> Quarter report cards.

# Student Activities

## **Standards of Conduct**

Aquinas High/Middle School believes strongly in the philosophy that participation in its extracurricular programs is a privilege, not a right. This privilege is granted to the students who can and do uphold the ideals of Christian Leadership, who display good citizenship, who abide by the rules and regulations of the school community, and who commit themselves to academic success. Athletes and all students in extracurricular programs represent more than themselves on Aquinas Teams. They represent their fellow students, families, faculty, and the entire school community.

## **Athletic and Extracurricular Behavior Problems**

Aquinas High/Middle School is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and the Mississippi Valley Conference (MVC). All rules, regulations, codes of ethics, and sportsmanship policies of the WIAA, MVC, and Diocese of La Crosse are adhered to in all interscholastic sports. Participation in and attendance at Aquinas High/Middle School extracurricular and athletic events are considered privileges, so Aquinas students are expected to represent the school at all times in a positive manner. Students are subject to a code above and beyond the regular school rules and policies. Aquinas reserves the right to establish rules and regulations over and above those of the WIAA ([www.wiaawi.org](http://www.wiaawi.org)) and MVC ([www.mvconference.org](http://www.mvconference.org)).

## **Mississippi Valley Conference Sportsmanship Statement**

The Mississippi Valley Conference promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives, will not be tolerated and are grounds for removal from the site of competition.

## **Campus Ministry**

Campus Ministry at Aquinas High/Middle School is seen both as a symbol and a service. As a symbol, the office of Campus Ministry stands for the willingness and commitment of the entire school, faculty, administration, and staff to care for and engage students in the process of Christian growth through personal care and contact.

As a service, the office of Campus Ministry co-ordinates the following activities on behalf of the entire school:

- Liturgy planning, including the program for developing Extraordinary Ministers of Communion
- Celebration of the Sacrament of Reconciliation
- Retreats both in school and for groups outside of school community-building activities
- Vocation education
- Coordination of service projects

## **Counseling and Guidance**

The Student Services Department provides services and information for students, parents, and staff, including the following: academic course advising and scheduling, personal counseling, career surveys and programs, college planning, scholarship and other financial aid, standardized testing, student-parent meetings, and required student visits. Students are encouraged to utilize the resources in the Student Services Department during their study halls or before/after school.

## **National Honor Society (NHS)**

The Aquinas Chapter of the National Honor Society is designed to give recognition and honor to students with a high degree of excellence in scholarship, leadership, character, and service. The first requirement is academic. **The students must maintain a 3.50 cumulative grade point or higher.** Once they have achieved that goal, they may apply for membership.

The process for application and acceptance to the Society includes the following:

1. Students who meet the first requirement are given an application form to complete and return.
2. A faculty committee will evaluate each student in the four areas of Academics, Character, Service, and Leadership on a confidential form and will make the final evaluation.
3. Each new member or renewal will be notified of his/her acceptance.
4. In order to maintain the High/Middle standards of the society, the members will be reevaluated each year.
5. If members fail to maintain either the cumulative grade point average of 3.50 or any other of the standards of society, they will be placed on probation first; and if the situation does not change, they will be asked to forfeit their memberships.
6. Qualifying students who are not accepted the first year will again be invited to apply their Junior and Senior years.

Each member will be inducted into the National Honor Society in a public ceremony during the school year. The Society

will have four officers: President, Vice-President, Secretary, and Treasurer, to be elected annually. The Society is active in the Academic and Service Projects of the school and throughout the community.

### **School Masses**

Special masses will be celebrated for the entire student body and faculty on holy days of obligation, religious days of the liturgical season, and for special school-related events. All school masses will be celebrated on a weekly basis.

## Academic Information

### **Academic Eligibility for Extracurricular Activities**

- Must be a full-time student at Aquinas High/Middle School.
- Student must maintain a 2.0 GPA each quarter as a minimum academic standard. (Only Quarter grades will be used for this purpose.) Considerations will be made for students with an Individual Education Program (IEP) or other formalized learning plan. If a student is consistently below a 2.0 GPA, they may be required to complete an academic recovery plan in cooperation with the Guidance Office, Principal/Associate Principal and Teachers.
- Student receiving one (1) F on their Quarter Report will be ineligible for five (5) school days, and students receiving two (2) F's will be ineligible for 15 school days.
  - If a student receives an F during the 4<sup>th</sup> quarter marking term, and the student has already completed their spring sports season or does not participate in a spring sport, the student will be ineligible and unable to practice for the first 5 days of the fall athletic scheduled practices. They will become eligible on the 6<sup>th</sup> day of practice for his/her fall sport.

### **Re-establishing Eligibility**

- Student will be granted 5 to 15 school days to improve grade(s) in order to regain eligibility.
- If the academic standard is met during this 15 school day period, a student will be considered eligible on the 16<sup>th</sup> school day or until minimum academic standard is met.
  - Academic progress will be reviewed for the remainder of the semester in order to verify that the minimum academic standard is maintained.
  - Students may continue to practice during the time of ineligibility but may not miss any school for early release for practice, events/competitions, or traveling. Students will have to miss these unless the events are at home. Students will need to remain in school the entire day until they are passing.
  - Making up a failed course in the summer will maintain eligibility in the fall.

If the student becomes ineligible at the end of a quarter in which he or she is not participating in an extra-curricular activity, the eligibility consequences will be effective at the beginning of the next activity. For example, if a student has a recorded "F" at the end of the fourth quarter and is returning to Aquinas High/Middle School, this policy will apply to Quarter I of the following year with WIAA provisions.

### **Academic Dishonesty**

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means. Forms of academic dishonesty include, but are not limited to, the following:

- Looking at another student's answers, or using a "cheat sheet" during a test, or providing other students with the means to copy answers.
- Submitting work, including homework, received from someone else as one's own.
- Downloading material verbatim from an online source and representing it as one's own without citing sources or crediting the author.
- Copying text in any form from a source without proper citation and submitting as one's own.
- Copying in any form another person's computer program or software file and representing it as one's own.
- Altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point average, credits earned, or other confidential information about oneself or others.
- Acquiring, distributing, and/or personally using tests, answers to tests, answer keys, class projects, research papers, reports, homework, or school-owned materials through verbal, written, graphic, electronic, or other means for the purpose of giving unfair advantage to oneself or others.

Students determined to have been academically dishonest are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or the curriculum, students may lose credit for a project or test, lose class or course credit, be suspended pending a parent conference, or be recommended for expulsion.

## **Academic Support Services**

Aquinas High/Middle School's formalized academic support program offers significant opportunities for all students to maximize their learning experiences.

The following supports currently exist for all students:

- Academic Advising
- Silent Study Halls
- Peer Tutoring
- Academic Resource Room (guided study)
- Parent on-line access to student progress (Skyward)
- Assistance in locating community resources
- Class Lecture Notes
- Test-taking accommodations
- Recorded books (text or literature)
- Basic-level classes in core subjects

## **Academic Intervention**

Students requiring academic intervention may be required to meet with their respective teacher(s) from 3:05-3:30 prior to involvement in school activities like practices, club meetings, or volunteer activities. Students are expected to cooperate with teachers in setting up a time to meet.

Meetings with students requiring intervention may take precedence over school activities. Academic improvement will be the priority in these cases.

## **Failure Policies**

The failure of any required course for one semester will require that the semester be repeated or the credit recovered through a credit-recovery option that has been pre approved by your school counselor in Student Services.

Credit-recovery may be earned when a student takes a summer school course thorough Western Technical College (as available). During the academic year, students may take an evening credit-recovery course through Western or request for information from Student Services on the possibility of an on-line credit-recovery option. All fees for credit-recovery are the responsibility of the student or family. All summer or other credit-recovery must be pre approved by Student Services and be a minimum of 40 hours of instruction or 30 hours of tutoring per credit for each semester by a certified teacher. The failure of any sequential course may prevent the student from moving on to the next level. A request to make-up a failed sequential course while taking the next level may be granted by Administration.

If only the second semester of a required course is failed, only that semester needs to be made up. It is highly recommended that the student audit the first semester of such a course. The failure of a required core course may not be made up by taking an elective in the same department.

## **AHS Grading Systems**

<b>GRADE</b>		<b>RANGE</b>	<b>GRADE POINTS</b>
A	Excellent	94-100	4.0
AB	Very Good	89-93	3.5
B	Good	83-88	3.0
BC	Above Average	78-82	2.5
C	Satisfactory	72-77	2.0
CD	Below Average	67-71	1.5
D	Poor (Passing)	60-66	1.0
F	Failure	Below 60	0.0

## **AMS Grading Policy**

**Progress Reports:** Progress reports are issued to all students after the first four/five weeks of each quarter. An email will be sent to parents when the grades are posted on Skyward. A paper copy will be available upon request. We recommend that you review skyward grades with your students at mid-quarter.

**Report Cards:** Report cards are issued quarterly. Report cards are mailed home and an email is sent out letting parents know grades are posted to Skyward.

The Middle School grading scale is listed below:

A 95-100	B+ 91-92	C+ 83-84	D+ 72-73
A- 93-94	B 87-90	C 76-82	D 68-71



F below 66. Any student who puts forth the appropriate effort, turns work in on time, and seeks and/or accepts teacher assistance when necessary should not receive a failing mark in any subject. Students who receive failing grades may be required to remain after school and/or meet with teachers and the Guidance Counselor in order to improve on future academic performance.

In preparing for high school and beyond, the Aquinas Middle School report cards will have a quarter grade point average for your student. In figuring grade point average, the guidelines are:

CREDITS:                      Core Classes = 1.0 credit  
     Encore Classes = 0.5 credits

GRADE POINTS:

A 4.00	B+ 3.25	C+ 2.25	D+ 1.25	F 0.00
A- 3.75	B 3.00	C 2.00	D 1.00	
	B- 2.75	C- 1.75	D- 0.75	

**Incomplete**

An “I” or “Incomplete” is assigned if the student has a valid reason, as determined by administration and student services, for not completing requirements in a course. Incomplete work must be completed. This is only issued for extenuating circumstances, such as extended illness. Work must be made up within two (2) weeks after the close of a grading period. An extension may be given by the Administration or student services in cases of prolonged illness or emergency. Any Incomplete remaining at the end of the following semester could revert to an “F.”

**Audited Courses**

Students who audit a class must be active participants in all class activities and are required to fulfill class requirements, including daily homework, quizzes, and tests. Classes that are audited will not appear on report cards or transcripts.

**Semester Grade Determination**

All courses will have a Semester Exam or a Cumulating Semester Project. In the determination of the semester grade, each quarter grade will be considered between 40-45% (teacher will decide exact percentage). The semester exam will be considered 10-20% of the semester grade (teacher will decide exact percentage). The teachers will inform the students of how these grades will be factored at the beginning of each course in the course outline.

**GPA Determination**

The student’s Grade Point Average will be calculated by adding the total of grade points earned for each credit and by dividing this sum by the total number of credits. Only the semester grades will be calculated. The GPA will be rounded to three decimal places (i.e. a 3.8674 would be rounded to 3.867, a 3.8675 would be rounded to 3.868).

**Mid – Quarter Grades**

Mid-Quarter grades are posted for all students by the teachers midway through each quarter as indicated in the ACS calendar. The purpose of these grades is to notify parents of their student’s academic progress. An email will go out letting parents know when these grades have been posted to Skyward.

**Schedule Changes**

It is important that students pre-plan for courses they need (required) and want (electives) during pre-registration because scheduling changes are strongly discouraged. Changes will not be made for the convenience of having the last period free, work schedules, friends, teacher preference, or other activities. Students will be expected to follow their current schedule until changes have been finalized.

In the event that a schedule adjustment is deemed necessary, changes will be made during the two days of registration in August, and the first week of a semester. All requests for changes in academic schedules must be made in Student Services.

**Study Hall**

Students will be assigned a quiet study hall. This is a time to work on homework, work on special projects, get extra help, and use the library. Students are expected to come to Study Hall with the necessary materials and equipment. Students are expected to study in silence. A pass will be necessary to be excused from this time or to work in another resource area.

## **Graduation Requirements**

### **26 credits, including 23 required credits**

- 4 credits in English
- 4 credits in Religion
- 3.5 credits in Social Studies
- 3 credits in Science
- 3 credits in Mathematics
- 2 credits in one International Language
- 1 credit in a Fine Art (Art, Music, Drama)
- 1½ credits in Physical Education
- ½ credit in Health
- ½ credit in Computer Science or Business

*Freshmen, Sophomores, and Juniors must take 6 classes each semester, with a minimum of 6 credits per year.*

*Seniors must take at least 6 classes per semester and a minimum of 6 credits per year if taking a double period AP classes.*

Any transfer of courses included for graduation, whether from other High/Middle schools, colleges, or a Home School program, must be approved by the Administration. Home School courses will need to be verified with an official transcript from a national or regional accredited program and will be accepted only after approval by the Principal. Courses that are offered at Aquinas High/Middle School during the school year cannot be taken elsewhere unless approved by the Administration.

Each year of attendance at Aquinas High/Middle School, students are required to participate in a class retreat. Students must attend four retreats in order to graduate. Students are responsible to make up any missed retreats due to illness before they graduate. Students should check with Campus Ministry for assistance.

## **Valedictorian & Salutatorian**

The Valedictorian shall be the Senior with the highest GPA at the end of the 3rd quarter of his or her Senior year. Transfer students must be here for six consecutive semesters and either a U.S. Citizen or U.S. Permanent Resident. If any students are tied to the rounded third decimal place, they will both be considered valedictorians.

In the event of a tie for Valedictorian for graduation, the State of Wisconsin Academic Excellence Scholarship nominee will be determined by a points formula using the following criteria (in no specific order):

1. Total High/Middle School credits taken after 8<sup>th</sup> grade
2. Highest official ACT score
3. Highest official SAT score
4. School involvement

The salutatorian shall be the Senior with the second highest GPA at the end of the third quarter of his or her Senior year. If any students are tied for second place to the rounded third decimal place, they will both be considered salutatorians.

## **Off Campus Academics - HSA, Viterbo, Western, Etc.**

Students may apply to the Principal in advance for High/Middle school credit for courses taken at area colleges only when a comparable course is not offered at Aquinas High/Middle School. If granted, the raw college grade will be applied to the determination of the Aquinas High/Middle School GPA. An approved course taken at a college can be considered as part of a student's minimum 6 credits. It may be taken as a 8th credit in a year. It is the responsibility of the student to make all registration arrangements with the respective colleges.

For all off campus academics students must remain in good academic standing. Administration and Student services reserved the right to pull student from off campus programs at any time due to academics or behavior.

## **Saint Mary's University Program for Advanced College Credit (PACC) program**

Juniors and Seniors may receive college credit for some Aquinas Honors/AP courses, when available, if certain criteria are met. Final approval for these courses will be made by the Principal. Students are responsible to request transcripts from Saint Mary's to the colleges or universities of their choice after the courses are completed. These transcripts are not sent by Aquinas High/Middle School. Fees for these courses must be paid by the student. Students are responsible for purchasing learning materials (textbooks, software, supplies, etc.). All fees must be paid before the course begins.

## **Viterbo University Diocesan High/Middle School College Credit Program (DHSCCP)**

Sophomores, Juniors, and Seniors may receive college credit for some Aquinas Honors/AP courses, when available, if certain criteria are met:

- Be a Sophomore, Junior or Senior status
- Have a minimum grade of "B" or better in prior level of subject
- Have at least a 3.0 GPA

- Receive at least a “C” grade in order to earn college credit from Viterbo University
- Students are responsible for requesting transcripts from Viterbo to the colleges or universities of their choice after the courses are completed. These transcripts are not sent by Aquinas High/Middle School. Fees for these courses must be paid by the student. Students are responsible for purchasing learning materials (textbooks, software, supplies, etc.). All fees must be paid before the course begins. Aquinas High/Middle School assumes no responsibility for ensuring that registration, prerequisites, or other requirements of the college/university are met.

## **Health and Science Academy**

Aquinas High/Middle School will participate in the Health Science Academy, a collaborative project that began as a partnership with the area medical facilities and colleges, and the La Crosse School District. This two-year program is designed to enlighten High/Middle school juniors and seniors about careers in the health science industry. Interested students complete the application process during their sophomore year at Aquinas. Those selected must begin the program their junior year and are not admitted senior year without having participated as juniors.

Students participating in the program begin each school day at 7:40 a.m., taking three classes through the team effort of the Health Science Consortium, instructors from the La Crosse School District, and area medical providers. They arrive at Aquinas mid-morning to complete their school day, where they take an additional 5 classes.

Credits obtained through HSA count as elective credits and do NOT replace credits in core subject areas

# Safe Environment Information

## **Directions to View the Required Diocese of La Crosse Safe Environment Video**

- To view the required safe environment video go to [www.dioceseoflacrosse.org](http://www.dioceseoflacrosse.org)
- On the left side of the page click on "Safe Environment"
- Then click on "The Safe Environment Program for the Diocese of La Crosse"
- Select "To begin the Safe Environment Training Process"
- Go to "Schools" section and select "Parent"
- Select "Watch the Safe Environment Video"

## **Revised Green Book**

Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse

A Pastoral Letter to Christ's Faithful of the Diocese of La Crosse

On the Promulgation of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the *Revised Sexual Misconduct Policy and Procedures*, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegations of sexual misconduct on the part of any agent of the Diocese. They have been applied with special attention to the care and protection of children who may have been victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the *Charter for the Protection of Children and Young People* to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, which required the review and approval of the Holy See. In accord with the requirements of the *Charter*, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

Once the Holy See had completed the review of the *Charter* and the *Essential Norms*, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregation for Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nation.

Now that the revised *Charter* and the *Essential Norms* have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Cases of child sexual abuse by other Church personnel will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, reconciliation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the *Revised Child Sexual Abuse Policy and Procedures* be the occasion for all in the Church to make reparation for the crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the *Revised Child Sexual Abuse Policy and Procedures* for the good of all in the Church.

I invoke God's blessings upon you and your homes.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

Benedict T. Nguyen  
*Chancellor*

## **Decree Promulgating the Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy**

Since my appointment as the tenth Bishop of the Diocese of La Crosse, the issue of child sexual abuse has been a primary concern of my Episcopal ministry. Over these nine years the issue of abuse and cover-up has continued to raise its ugly head and remains at the forefront of concern within our Diocese and Church. I continue to be saddened by the depth of pain that so many victims and members of the Church have endured because of this evil. I cannot apologize enough, on behalf of the Church, for the sin of some clergy and bishops in this regard. I, however, can only deal with this evil by spiritually and positively looking forward. I wish I could change the past, but we must look ahead with the assurance of the love of Christ that we can and must comfort those afflicted by this evil. Furthermore, I establish the policies and procedures contained herein for the safeguarding and healing of future generations in order to address future failures in a timely and effective manner. Toward the beginning of my Episcopal ministry to this Diocese, I promulgated a revision to Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse (The Green Book). This document, among others, serves us well and allows us to address in a compassionate and timely way the evil of sexual abuse of minors by the clergy. We continue to learn much more about abuse and its cover-up, along with necessary care for the needs of victims. To assure that we are always attentive to new developments in the Church and the world, I have ordered the review and revision of the Green Book so that we might better serve those traumatized by the issue of sexual abuse at the hands of clergy. This new revision includes the addition of an investigator who reports directly to the Chair of the Review Board. This strengthens the independence of the Review Board, giving it the authority to approve replacements to its membership. It outlines the process of the publication of names and publishes the bylaws of the Review Board. It also includes appropriate references to Pope Francis' Motu Proprio "Vos Estis Lux Mundi" dealing with Bishops who may themselves have abused, or covered up abuse. My hope is that this will lead to an even greater compassionate and timely response to any and all accusations of sexual abuse of children at the hands of clerics. I hereby promulgate the Policies, Procedures and Bylaws: Diocese of La Crosse Complaint Process Regarding Allegations of Sexual Abuse of

Minors by Clergy. This will go into effect the beginning of Advent 2019, and should be published and disseminated as quickly as possible.

Given at La Crosse on the 25th day of September in the year of our Lord 2019.

(Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

Benedict T. Nguyen  
*Chancellor*

## **Revised Child Abuse Policy and Procedures of the Diocese of La Crosse**

### 1. Scope

1. The Policies and Procedures Regarding the Reporting and Investigation of Complaints of Sexual Abuse of Minors by Clergy governs all priests and deacons appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.
2. The policies and procedures are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

### 2. Definitions

Minor: A person below the age of 18 years. A person who habitually lacks the use of reason<sup>1</sup> is to be considered equivalent to a minor.<sup>2</sup>

Sexual Abuse of a Minor: Sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as

<sup>1</sup> Canon 99of the *Code of Canon Law* states: "Whoever habitually lacks the use of reason is considered not responsible for oneself (*non sui compos*) and is equated with infants."  
<sup>2</sup> Pope Benedict XVI, *Revised Normae de gravioribus delictis* Reserved to the Congregation of the Doctrine of the Faith, Art. 6, &1, 1 (May 21,2010).

an object of sexual gratification. Also, to be considered as serious is the acquisition, possession or distribution by a cleric of pornographic images of minors for purposes of sexual gratification, by any means or technology.<sup>3</sup> Any conduct of a sexual nature involving persons under the age of 18 which violates any federal or state statute also constitutes sexual abuse of a minor under these policies. This includes, but is not limited to:

1. Sexual assault of a child<sup>4</sup>
2. Repeated acts of sexual abuse of a child<sup>5</sup>
3. Sexual exploitation of a child<sup>6</sup>
4. Causing a child to view or listen to sexual activity<sup>7</sup>
5. Child enticement<sup>8</sup>
6. Exposing a child to harmful materials<sup>9</sup>
7. Possession of Child pornography<sup>10</sup>
8. Sexual gratification involving children<sup>11</sup>
9. Sexual intercourse with a child 16 years or older<sup>12</sup>
10. Possession or use of Internet child pornography<sup>13</sup>
11. Invasion of privacy by video surveillance<sup>14</sup>
12. Sexual exploitation of children by manufacturing pornography<sup>15</sup>
13. Taking, possessing or distributing nude pictures in locker rooms<sup>16</sup>
14. Sending obscene or sexually explicit electric/electronic messages<sup>17</sup>
15. Use of a computer to facilitate a child sex crime.<sup>18</sup>

• **DEFINITIONS**

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behavior by which an adult uses a child as an object of sexual gratification.

• **POLICY**

1. Sexual abuse of a child is a crime and “an appalling sin in the eyes of God.”<sup>19</sup>
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No minor shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

• **PROCEDURES**<sup>20</sup>

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/report, acknowledging the allegations and providing the accuser/reporter a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall be notified.  
The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.
5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the

<sup>3</sup> Cf. Ibid., 2

<sup>4</sup> Sec 948.02 Wis. Stats.

<sup>5</sup> Sec 948.025 Wis. Stats.

<sup>6</sup> Sec 948.05 Wis. Stats.

<sup>7</sup> Sec 948.055 Wis. Stats.

<sup>8</sup> Sec 948.07 Wis. Stats.

<sup>9</sup> Sec 948.11 Wis. Stats.

<sup>10</sup> Sec 948.12 Wis. Stats.

<sup>11</sup> Sec 948.10 Wis. Stats.

<sup>12</sup> Sec 938.09 Wis. Stats.

<sup>13</sup> Sec 948.012 Wis. Stats.

<sup>14</sup> Sec 942.08 Wis. Stats.

<sup>15</sup> 18 USC Sec.2251 Wis. Stats.

<sup>16</sup> SEC 942.09 Wis. Stats.

<sup>17</sup> Sec. 944.25 Wis. Stats.

<sup>18</sup> Sec. 948.075 Wis. Stats.

<sup>19</sup> cf. Address of Pope John Paul II to the Cardinals of the United States, (April 23, 2002).

<sup>20</sup> Except for paragraphs 1 and 2, these procedures are not necessarily listed in the order followed in each case. The safety of minors is the paramount concern.

- compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.
9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and communications shall be confidential.
  10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.
  11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.
  12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.
  13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.
    - A. The Congregation for the Doctrine of the Faith shall be notified.
    - B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.
    - C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.
    - D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
    - E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
    - F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.
  14. In any case involving canonical penalties, the processes provided for in canon law must be observed.
  15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

## **Norms Governing the Diocese of La Crosse Child Sexual Abuse and Review Board**

1. **Composition and Appointment.**  
The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.
2. **Qualifications.**  
No less than four (4) of the member shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.
3. **Term.**  
The term for each Review Board member shall be five (5) years, which can be renewed.
4. **Purpose.**  
The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:
  - A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
  - B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
  - C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.
5. **Confidentiality.**  
All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a High/Middlely personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.
6. **Norms Governing the Assessment of Allegations.**
  - A. Issue: "Is the allegation true?"
  - B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
  - C. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.
  - D. Representation:
    - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
    - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.

- (3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.
  - (4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.
7. Record.  
There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.
  8. Rules of Evidence.  
Adherence to the application of the strict rules of evidence shall not be required.
  9. Discovery.  
There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.
  10. Nature of the Proceeding.  
Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

## **Sexual Misconduct Procedures (Red Book)**

### **A Pastoral Letter to Christ's Faithful of the Diocese of La Crosse**

The Most Reverend Raymond L. Burke, Bishop of La Crosse October 18, 1997 - Feast of Saint Luke, Evangelist  
On the Promulgation of the Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

The Church is our second home. Each of our individual homes is meant to be a small Church which finds its spiritual birth and growth in the larger Church, our parish. Our participation in the life of the Church is, therefore, our greatest treasure after the gift of life itself. It is sacred to us, for it unites our individual lives to God, the source of all life, and to one another, the family of God's children.

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as He shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the High/Middlest standard of moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

Sexual misconduct, because it is a violation of a person in his or her intimate being, always inflicts a most severe wound in the victim. When the act of sexual misconduct is carried out in the context of the Church's work, the wound is even more severe, for it touches upon the victim's faith in God and in His love for us. For that reason, the Church, together with society in general, has become increasingly aware of the nature and gravity of acts of sexual misconduct, and desires to address such acts committed by agents of the Church with all of the spiritual remedies at her disposal.

The revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse indicate the practical ways by which our Diocese will continue to address the situation of sexual misconduct by those who serve God's people in the name of the Church. First of all, they mandate ongoing education for all agents of the Church regarding proper conduct, especially in the delicate area of human sexuality. In the sad case of an act of sexual misconduct, they aim to do what is just for all involved: the victim, the perpetrator and the whole body of the Church. What is more, they aim to bring the love of God to those who suffer the terrible wound inflicted by acts of sexual misconduct.

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to invite all who have suffered the severe wound inflicted by sexual misconduct on the part of an agent of the Church to seek the healing and reconciliation which our Lord Jesus Christ alone can provide. The holy Gospels attest to the healing power of our Lord Jesus Christ. I invite you to place your trust in the Lord and in the grace of healing which He continues to pour out for us in the Church.

Saint Luke, who feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and Procedures will be a fit instrument to assist in healing the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all in the Church.

Invoking God's blessing upon you and your homes, I remain

Yours sincerely in Christ  
(Most Rev.) Raymond L. Burke, *Bishop of La Crosse*

### **Decree Promulgating the Revised Sexual Misconduct Policy and Procedures for the Dioceses of La Crosse**

The Diocese of La Crosse has had, for a number of years, a policy and procedures to respond to allegations of sexual misconduct on the part of Diocesan employees and agents. In order that the policy and procedures might respond more fully and effectively to such allegations, in the light of up-to-date knowledge in the matter and the Church's experience, it has been necessary to undertake their revision. For this reason, a committee was convened and, as a result of its work, this revision of the Sexual Misconduct Policy and Procedures for the Diocese of La Crosse has been formulated.

I hereby decree that the *Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse* is to be published and to become effective today.

Given at La Crosse this eighteenth day of October in the year of Our Lord 1997, the Feast of Saint Luke, Evangelist.

(Most Rev.) Raymond L. Burke, *Bishop of La Crosse*

Sr. Marlene Weisenbeck, F.S.P.A., *Chancellor*

## **Sexual Misconduct Policy**

- Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.
- No person shall be subjected to sexual misconduct by any Diocesan agent, including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.
- All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

## **Sexual Misconduct Procedures**

### Purpose

- **To convey the message** by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, pastoral response to all involved.
- **To provide a prompt, compassionate and appropriate response** to reporters of sexual misconduct.
- **To respect the canonical and civil rights** of the parties involved.
- **To provide a confidential procedure to gather all relevant facts** which respects the privacy of the reporter and of the accused.
- **To provide a mechanism**, when appropriate, to make available competent and supportive professional resources to victims, perpetrators and the accused.
- **To provide and develop a climate and opportunities** for remediation, reconciliation and forgiveness.
- **To provide a process** which seeks to restore trust.

### Procedure

- All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
- The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
- The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.
- The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.
- When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
- The investigative protocol shall be carried out in a timely manner.
- The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.
- The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.
- When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.
- After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.
- If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.
- The following will apply if the accusation is sufficiently confirmed:
  - a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.
  - b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the



Diocese permit.

- c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable risk of re-offense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.
  - e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives
- When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

#### Scope

- These Sexual Misconduct Policy and Procedures govern all Diocesan agents, including clergy, consecrated persons, employees and volunteers, while they are performing the work of the Diocese.
- The Sexual Misconduct Policy and Procedures are not intended to cover other moral transgressions or matters involving violations of the Code of Canon Law.

## Aquinas Catholic Schools Acceptable Use Policy

### **Aquinas Catholic Schools Acceptable Use Policy for Students**

Aquinas Catholic Schools recognizes the importance and benefits to education that the availability and usage of a network computer system, access to the Internet, wireless devices and emerging technologies gives teachers, administrators and students. Access to a school's technology equipment, network and wireless systems and other technological devices is intended for use as an educational tool, not for recreational use.

The Internet is a global network, and along with access to computers and people all over the world, comes the availability of material that may not be considered of educational or moral value in a Catholic school setting. However, Aquinas Catholic Schools believes that the information and interaction available on the worldwide network is valuable to teaching. Since anyone may create a web site, information found on the Internet must be scrutinized carefully. A school cannot be held responsible for false or misleading information obtained while online.

To maximize positive student experiences faculty and administrators will make every effort to provide students with the understanding and skills needed to use the Internet and other technologies in ways appropriate to their educational needs and personal safety. School personnel will use a variety of methods to guide students to information and resources consistent with educational and Christian goals. Aquinas Catholic Schools utilizes a filtering system at each school to aid in blocking access to sites inconsistent with educational and Christian goals. Staff, also, supervise students' use of the Internet. Despite its best efforts, the school cannot guarantee that students will not gain access to sites which may be offensive to individual family values. When possible, parents and the community will be partners with a school in its use of technology, and will be informed about use their uses in a timely manner.

**Please review this Acceptable Use Policy (AUP)** You and your child will be required to read and sign the agreement before Internet use or full use of computers is granted in the lab or classroom. Please feel free to contact the school with any questions or concerns regarding the school's use of this Acceptable Use Policy. You are not required to grant permission for your child to use a computer or access the Internet. If you do not wish for your child to have access to the Internet, your child will be assigned an alternative activity in order to complete the lesson. The administration and faculty of Aquinas Catholic Schools firmly believes that technology provides appropriate tools for the educational setting.

Also as more and more textbooks and classroom resources become digital, we need to know if your child has or is given access to a computer and the Internet at home. So please indicate on the AUP form whether your child has access to a computer and the Internet.

### **Confidentiality**

The school reserves the right to review any materials or files students have access to via the Internet, e-mail, account files, school and personal devices or other technology for their appropriateness in light of legal, ethical and Christian standards.

### **Discipline**

Any violation of this policy is also considered a violation of the general school discipline code as stated in the school student handbook and is subject to school disciplinary action. The privileges of using the computer network, Internet access or other

means of technology can be suspended or revoked at any time. Please check each school handbook for additional technology rules/policies.

### **Aquinas Catholic Schools Acceptable Use Policy for Students Technology Guidelines**

1. Use the Internet only when a teacher gives permission and in a way that meets the school's educational and Christian goals. Be polite. Any forms of communication or use that are harmful, vulgar, profane or non-Christian are not allowed.
2. Use of computers, the Internet and other technology devices is for school related activities only. School related activities are assignments or projects given and monitored by a teacher.
3. Any personal technology or electronic devices (including but not limited to- cell phones, BlackBerrys, i-pods, mp3 players, portable electronic games, smart phones, smart watches, tablets, and headphones or other listening devices) may not be used during the school day except with the permission of school staff (see WCD policy for additional information)
4. Student should be aware that use of computer files, e-mail, Internet and school/personal devices are not private. The school can access these files for maintenance and monitoring purposes.
5. Students are to access only their technology accounts for any device, file or on-line accounts and no one else's. Their passwords should not be shared with other students.
6. The use of any type of social networking sites (e.g. Instagram, Snapchat, Twitter, Facebook, etc.) chat rooms, personal e-mail, gaming or instant messaging is prohibited unless teacher uses this as an educational tool for the curriculum. Before or after school use is allowed with teacher permission and supervision only.
7. Students are to treat the equipment with respect and may not damage or misuse the hardware or software. If you have problems, please ask a teacher or staff member for help.
8. Students may not write, send, download or install any software programs to or from a school computer or any personal device via the school networks.
9. Students may not write, send, download, or display obscene, threatening, harassing or harmful messages or pictures.
10. Students may not use school equipment to make purchases, or offer items for sale. The school is not responsible for financial obligations resulting from a student's use of the Internet.
11. Practice personal safety. Students are not to share any personal information about themselves, friends, families or any other individual over the Internet or with any technology device.
12. When using the Internet for reports, students are to cite Internet sources (or any book, encyclopedia, or magazine) using the bibliography or reference page style adopted by the school. Teachers will instruct students in the use of the computer for research and how to cite the sources.
13. Copyright and plagiarism laws will be followed and enforced at all times.
14. Class assignments done at home may be printed out at school or displayed on a computer in the following ways to avoid virus problems: CD, flash drive or e-mail.
15. Printing access and use of approved and appropriate Internet sites is decided by the administrators, technology directors and teachers/staff of each school
16. Students may only use the Internet sites bookmarked on school web page or as approved on their account browser by a teacher. You may bring suggestions for new web sites, which will be reviewed by the teacher and the media director and added to the school web page and/or bookmarks if appropriate.
17. Students are to tell an adult if something on the computer, technology device or in the classroom bothers them in any way.

### **Discipline / Consequences**

1. Students are to obey the rules of conduct as set forth in the school student handbook.
2. Failure to comply with the Acceptable Use Policy will result in loss of school technology usage for a time period set by the media director, teacher and/or principal, and/or other consequences as stated in school student handbook.
3. Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student and a detention given.
  - a) Student personal devices will be sent to the school office where the student may retrieve it at the end of the school day.
  - b) Second offense of using it during the school day will result in only a parent/guardian being allowed to retrieve the device from the school office (see WCD policy for additional information).
4. Students and their parents/guardians must sign and return the Acceptable Use Policy for students to have continued access to school technology devices and tools after the date assigned by the Tech Director or School Principal. Check the school's student handbook for a signature form.

### **Student Use of School and Personal Wireless Communication Devices**

The use of wireless communication devices (WCDs) on school grounds must be appropriately regulated to protect students, staff, and the learning environment. The faculty and staff recognize that cellular phones and other personal wireless communication devices have become important tools through which parents communicate with their children. Wireless communication devices include, but are not limited to, cellular and wireless telephones, iPods, e-readers, Smartphones, smart watches, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

## **Accepted Uses**

The following apply both to school and student personal devices at all Aquinas Catholic Schools' buildings. Students are permitted to possess personal WCD's on school property so long as the devices used during the instructional day are used as directed by school rules or school personnel, and do not interfere with the learning environment. Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

### **During instruction time:**

1. Students may use WCDs for educational use during classroom instructional time only as permitted by the classroom teacher.
2. Students will access the school's network through the approved networks only when available.
3. Students must keep all WCD's sounds muted or off unless given permission from the teacher.
4. Printing will be available on a limited basis from WCD's and at staff discretion.
5. Students will completely charge personal devices prior to bringing them to school and operate them using battery power while at school. Students are not to charge WCDs while at school.
6. Students must have current virus protection software installed on their personal devices if using the school network and agree to keep the software updated on a regular basis.

### **At all other times during school hours:**

7. High/Middle school students are allowed to use their tablets during study hall, but only for school related activities. Game playing and messaging is not allowed.
8. High/Middle school students are allowed to bring their WCD's to lunch. During this time, students are allowed to send personal emails and messages.
9. At all other times students must have WCDs powered completely off (not just placed into vibrate or silent mode) and stored out of sight.
10. Students may use WCD's before and after school, at school-sponsored activities, including extended day and other after-school activities provided the use does not interfere with the activity and follows the directives of the school's administration. Students may be disciplined for disruptive or inappropriate behavior related to the possession or use of WCDs at these activities.
11. Refer to your student (s)' school handbook for other policies that are in place concerning WCD's.

## **Prohibited Uses**

### **Students may not:**

1. Use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
2. Use WCDs at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
3. Use WCDs to capture, record, store, send, or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members at any time while on school property or at a school-sponsored event without express prior notice and explicit written consent. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

## **Services**

Access to the school's network is available but not guaranteed in all classrooms at all times. All communications made through the school's network is subject to filtering and monitoring. School staff will monitor student use of WCDs in the classroom. The school is not responsible for providing troubleshooting or technical support for personal WCDs.

## **Discipline or Consequences**

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. School employees may immediately confiscate any personal wireless communication devices that are on, used, displayed or visible in violation of this policy.

The following factors should be considered when determining appropriate consequences; Whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy,

administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student. It will be marked in a removable manner with the student's name and held in a

secure location in the school's central office. (See Accepted Use Policy for additional information)

A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reasonable grounds for suspecting that the search will provide evidence that the student has violated or is violating a law, ACS Accepted Use Policy, the Code of Student Conduct or a school rule. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her wireless communication device. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. A student may lose his/her privilege to bring a WCD to school for a designated length of time.

### **Liability**

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication. Students should record their device's serial number. Additional warranties and tracking software is recommended.

### **Loss of School Property**

Students are responsible for the loss of computer devices, including any wireless devices that are assigned to them for any period of time. The student will be responsible for the replacement cost of the device if it is not found. Any equipment discovered missing or stolen must immediately be reported to the appropriate school departments and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

### **School Wireless Device Use and Care**

Students may use a school WCD as available, and in accordance to the school's check out/use policy. Students may not take them home without permission. Each device must be returned to the appropriate school department or the classroom teacher at the end of each school day. The student is responsible for its care during that school day.

#### **Care**

- a. The WCD and all accessories may not be used at any time by anyone other than the student whom they are issued.
- b. No writing, scratching, stickers etc. may be placed on the WCD case or accessories.
- c. WCD's must always be in their school issued protective case. Alternative cases will not be allowed.
- d. No food or drink may be consumed near the WCD. WCDs are not allowed in the cafeteria when food and drink are present.
- e. Do not attempt to dismantle or repair the WCD; take it to the school Media Center
- f. Do not attempt to hack or jailbreak the WCD.
- g. Do not attempt to bypass, disable or uninstall security software installed on the WCD

### **Repairs**

Report and return the device to the appropriate school department for technical support or repair as soon as possible.

This Accepted Use Policy is enforced at all Aquinas Catholic Schools buildings. Each school building also has additional rules and policies. Please consult each school's handbook.

### **G Suite for Educational and Email Acceptable Use Policy**

Students of Aquinas Catholic Schools has access to the Google program G Suite for Education. The Google Suite includes Docs, Sheets, Slides, Calendar, Gmail, Classroom and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student's G Suite login allows them to access our classroom mobile devices.

In order to create a safe, effective way for students and staff to communicate with one another, Aquinas Catholic Schools issues to each student a G Suite account under the domain @aquinasschools.org. Students access their account using the Gmail App or signing in via the Google search engine via any browser. Access to using email via the Gmail App is only available to ACS staff, and to High/Middle school students as of the 2017 school year.

Aquinas Catholic Schools is required by the Child Internet Protection Act (CIPA) to have measures in place to protect students from harmful materials. As such, Aquinas Catholic Schools takes the following steps with student email usage:

- Students only email staff and other students in the Aquinas Catholic Schools domain. They cannot send emails to any address that does NOT end in @aquinasschools.org. This applies to receiving emails as well. All email to students from outside of Aquinas Catholic Schools is blocked. Aquinas Catholic Schools also has the duty to abide by the Children's Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all G Suite for Education users, both staff and students. No personal information is collected while students are utilizing the Google Apps core suite including Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites. Aquinas Catholic Schools will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view.

Additionally, parents have the right at any time to investigate the contents of their student's email account, and/or their student's G Suite for Education files. School staff is responsible for monitoring a student's behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times. Students that adhere to proper use of G Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their G Suite account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their G Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Aquinas Catholic Schools staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, G Suite for Education is considered a privilege and benefit to students in our school. Aquinas Catholic Schools maintains the right to revoke the access and use of the G Suite for Education, including Gmail, where the school has reason to believe violations of law or school policy have occurred. Under normal circumstances, the school will follow the discipline process outlined in the school's student handbook.

Student Google Apps for Education Agreement is part of the Accepted Use Policy agreement that students and parents sign. Check school's student handbook for the form. IT MUST BE SIGNED BY STUDENT "I have read the terms and conditions of this policy and I agree to follow them": and MUST BE SIGNED BY PARENT or GUARDIAN which gives parental consent for Aquinas Catholic Schools to provide personal student identifying information (first and last name, user name) to G Suite for Education.

### **Guest Use Wireless Communication Devices**

Aquinas Catholic Schools allows visitors to access the wireless network as a guest. The following apply for both to school and personal devices, used by all students, faculty, staff, contractors, consultants, temporary employees, guests, volunteers, and other members of Aquinas Catholic Schools community, including those affiliated with third parties, who access or in any way make use of the wireless network. All of these individuals are responsible for also familiarizing themselves with the ACS Acceptable Use Policies for Technology and Wireless Devices.

Wireless will be available to guests as allowed by Aquinas Catholic Schools. Students will be disciplined for disruptive or inappropriate behavior related to the possession or use of wireless communication devices at these activities.

### **Responsibility of Users**

The regulation and monitoring of wireless communication devices (WCDs) on school grounds to protect students, staff, and the learning environment. Wireless communication devices include, but are not limited to, cellular and wireless telephones, iPod, e-readers, Smartphones, smart watches, Wi-Fi enabled or broadband access devices, two-way radios

or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

1. Use of web sites blocked to students at school are not to be accessed on WCDs on school property or at a school-sponsored activity.
2. Use of WCDs are not to be utilized at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, and restrooms. Administration has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
3. Using a WCD to capture, record, store, send, or transmit the spoken word or visual image of an individual without his/her consent is considered an invasion of privacy and is not permitted while on school property or at a school-sponsored event without consent of the individual.
4. The following factors are considered when determining appropriate consequences. The wireless communication device was used
  - (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule;
  - (2) to bully or harass other students;
  - (3) to send illicit text messages;
  - (4) to take and/or send illicit photographs; or in any other manner that would make more severe disciplinary consequences appropriate.
  - (5) Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The administration may also refer the matter to law enforcement if the violation involves an illegal activity. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication

# 2023-2024 Aquinas High School & Middle School Standard of Conduct and Handbook Receipt

It is important that both students and parents be familiar with the rules and policies of Aquinas High/Middle School and the Diocese of La Crosse. As such, we require that all students and parents read over the handbook each year, and that they return this page, signed, indicating that they have read through and understand the rules and policies contained herein. It is here noted that failure to sign and return this page may result in disciplinary action of your child, and the said failure in no way excuses a student from complete compliance with the rules.

## **Standard of Conduct**

I have read and understand the Aquinas High/Middle School Handbook for 2022-2023. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook. As a member of the Aquinas student body, I the undersigned do hereby agree to abide by both.

Furthermore, as an Aquinas High/Middle School student, I will be a positive contributing member of the student body. I will make every effort to maintain good rapport with my fellow students, the faculty and the administration of Aquinas High/Middle School. I am expected to conduct myself appropriately and follow the philosophy of the school at all times even when off campus. I understand that any activity which is detrimental to the physical, mental, or spiritual wellbeing of myself or the student body or which is detrimental to the integrity or reputation of the school, will be subject to disciplinary action. I will not steal. I understand that the theft/vandalism of personal or school property is subject to consequences including disciplinary action. I will be expected to make restitution. I also understand that cheating of any kind is a form of stealing and is not tolerated at Aquinas High/Middle School. I understand the penalties for Academic Dishonesty as stated in the Handbook.

## **By signing this receipt, you are stating that:**

- **You understand that Aquinas High/Middle School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that the Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.**
- **You have read the included Diocesan Revised Child Sexual Abuse Policy and Procedures, and the Sexual Misconduct Procedures.**
- **You have also viewed the safe environment training video on the diocesan website: [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com).**
- **You have read, understand, and agree to abide by all of the information contained in the Aquinas High/Middle School Handbook.**
- **You have read, understand, and agree to abide by all of the information contained in the enclosed WIAA High/Middle School Athletic Eligibility Information Bulletin.**
- **You hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. You certify that you have read, understand, and agree to abide by all of the information contained in this sheet.**
- **You have read, understand, and agree to abide by the Aquinas Catholic Schools Acceptable Use Policy for Students Use of School and Personal Wireless Communication Devices.**
- **You have read, or had it read to you, the Aquinas Catholic School Acceptable Use Policy and agree to use computers, Internet and other technology devices and tools in a way that is consistent with this policy. You understand that failure to do so may result in the loss of technology use and access at school. You understand that the use of personal technology tools against said guidelines will result in them being taken from you.**
- **You further certify that if you have not understood any information contained in this document, you have sought and received an explanation of the information prior to signing this statement.**

Name of the Student: \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

*Students and all Parents/Guardians must sign this page and return this page before August 30, 2023.  
Disciplinary action will be taken if returned later than one week after the first day of school.*