

Student–Parent Handbook 2018-2019



ST. THOMAS HIGH SCHOOL
BASILIAN FATHERS · 1900

Fr. Kevin Storey
President

Aaron Dominguez
Principal

Mrs. Mary Criaco
Assistant Principal

Mr. Rod Takacs
Dean of Students

St. Thomas High School reserves the right to modify this handbook at any time. Please review the handbook on a regular basis to stay familiar with our policies and procedures and to identify any ongoing changes.

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INTRODUCTION

This handbook is provided as a guide for both parents/guardians and students. By becoming familiar with our procedures you will be able to cooperate with the Basilian Fathers, faculty and staff of St. Thomas in our endeavor to educate your son.

By registration and enrollment at St. Thomas, each student and his parents/guardians agree to accept, observe and abide by the provisions of this handbook and regulations of St. Thomas High School.

Included in this handbook is important information for students and parents. **Please review this information with your son and then download the Student-Parent Handbook Acknowledgment and Agreement Form from your Magnus Health account. You and your son must sign the form and upload, fax or mail the completed form to Magnus Health, reflecting actual signatures. For returning students, this Acknowledgment and Agreement form must be digitally re-authorized in your Magnus Health account before the first day of each school year.**

MISSION STATEMENT

Teaching goodness, discipline and knowledge is the tradition of the Basilian Fathers and the sacred mission of St. Thomas, a Catholic college preparatory high school.

VISION AND PHILOSOPHY

The St. Thomas family nourishes the faith of all its members. Together and as individuals, members of the community share responsibility for actively bringing Christ's message to society at large. We continue to work and foster a learning environment with a...

- safe, positive learning atmosphere conducive to social and academic success,
- strong academic curricula preparing students for the challenges of college,
- program of athletics designed to develop strong Christian young men,
- technology program that prepares students for a globally oriented society and a
- fine arts department inspiring creativity and fostering a love of the arts.

The faculty of St. Thomas is made up of professionals who demonstrate expertise, enthusiasm and eagerness for their field of study. The faculty possesses...

- Christian values,
- mutual respect and professionalism,
- strong individual teaching styles and
- appreciation and respect for the socio-economic, ethnic and racial differences of each student.

A graduate of St. Thomas is a spiritual young man who...

- embodies Christian values in a Catholic tradition,
- integrates Christian morality into all aspects of his life,
- participates actively in a faith community and
- respects the religious, socio-economic and cultural diversity in all people.

A graduate of St. Thomas is an academic achiever who...

- accepts responsibility for his life-long learning,
- thinks critically and communicates effectively,
- is prepared to excel in a college program,
- is technologically equipped for success in a globally oriented society and
- appreciates and is knowledgeable of the fine arts.

A graduate of St. Thomas is a responsible citizen who...

- commits to Christian social justice,
- respects and practices conservation of the environment and natural resources,
- participates (actively) and leads in community service,
- understands and appreciates diversity in society and
- participates in the democratic electoral process.

HISTORY OF ST. THOMAS

It was 1900 when forty-four sturdy little scholars gathered to form the first classes at St. Thomas College School. The faculty of that school on the banks of the bayou were three priests of the Basilian Fathers led by the school's founder and first principal, Rev. Nicholas Roche, C.S.B.

In 1929, Rev. T. P. O'Rourke, C.S.B., a native Texan, negotiated the purchase of a tract of land at the western outskirts of Houston on the banks of Buffalo Bayou at Memorial Drive and Shepherd Drive. It was there that the buildings of the present structure took shape.

St. Thomas is conducted by the priests of the Congregation of St. Basil. They are an international community of religious priests, who live a communal life and bind themselves to God by vows of poverty, chastity and obedience. They dedicate themselves to the service of the Church in any priestly ministry, but have centered their apostolic work on the education of youth since 1822.

The Congregation was originally founded in Annonay, France after the French Revolution. The Basilian's special patron is St. Basil the Great, a fourth century Archbishop of Caesarea, Instructor of Youth, and Doctor of the Universal Church.

The Basilian Fathers first came to North America in 1850 and established a school in Toronto, Canada in 1852. From this center, the Basilian Fathers established schools, colleges, missions and parishes across Canada, the United States, Mexico and Columbia.

Through its first forty years, the school's name was St. Thomas College School. Later, with the Basilian Fathers parenting the University of St. Thomas a few miles away, a suitable accommodation was found in the designation, "St. Thomas High School." Today, St. Thomas High School is Houston's oldest college preparatory high school for young men.

SCHOOL TRADITIONS

SCHOOL MOTTO

"Teach me Goodness, Discipline and Knowledge."

SCHOOL COLORS

Red and White

SCHOOL MASCOT

Eagle

ALMA MATER

Men of St. Thomas, stand for all to see!
Honor and Truth and Understanding, our motto will always be.
These days we spend together, we'll cherish till we die,
And the world must know that we are the Men of St. Thomas High.

ACADEMIC LIFE

Admission

Incoming freshmen and sophomores are accepted on the basis of...

1. their scores on the entrance/placement examination,
2. their previous academic record,
3. their recommendations from previous schools
4. a personal interview.

Transfer students into junior or senior year will normally be considered for admission if...

1. they have good academic records,
2. they have good recommendations from previous school,
3. their previous coursework matches with the St. Thomas requirements
4. the personal interview goes well
5. there is room in the particular grade.

Transfer students' grades from their previous schools are listed on their transcripts but are not used to calculate their cumulative grade point average. Incoming freshman grades from previous schools are not listed on transcripts nor calculated into the cumulative grade point average. In all cases calculation begins with grades in courses taken at St. Thomas High School.

The following policy applies to all Catholic schools, including St. Thomas, in the Diocese of Galveston-Houston:

The Catholic Schools in the Diocese of Galveston-Houston admit all students to the rights, privileges, programs and activities made available to the student body. They shall not discriminate on the basis of race, color, age or national origin in the administration of its admission, athletic or scholarship programs.

Policy: 652.1

Registration

Registration for incoming freshmen takes place in early April. Re-registration of currently enrolled

students is completed April 1. Registrants will be required to have their course requests approved by their parents or guardians. No course change requests will be considered after May 30 and all requests for changes will be dependent upon available space as well as meeting course requirements.

A \$550 Registration fee and a \$500 Tuition deposit are required at time of Registration. Registration is not considered complete until each family has opened an online account with Smart Tuition and fully paid the deposit and registration fee to Smart Tuition. No student is considered registered without full payment. No exceptions. Both fees are non-refundable.

Re-enrollment

Enrollment as a freshman does not constitute enrollment for all four years at St. Thomas High School. Re-enrollment for the following year takes place each March. Acceptance of re-enrollment is solely at the discretion of the Principal or President of St. Thomas High School. Completing enrollment paperwork and/or making the required registration fee and tuition deposit DOES NOT constitute re-enrollment.

Academic Information

1. The student course load is 7 subjects and no more than one study hall per semester.
2. To be eligible for honors courses, a student must meet established criteria and be approved by of the department dean and counselor.
3. Student schedules are not created or changed based upon requests for specific teachers or specific semesters.
4. Students may not repeat subjects at St. Thomas. Seniors who fail a required course in the fall semester must make it up in night school during the spring semester.
5. Student schedules for the following academic year are set by May 31 each year. Schedules are based on curriculum requirements, previous courses, grades, and electives selected by the student. Final schedules determine staffing requirements, class sizes, classroom selection, and teacher daily schedules. For these reasons, student schedules for the following academic year cannot be changed after May 31.
6. Underclassmen are not permitted to repeat a failed course during the fall/spring semesters. It must be taken in summer school.
7. No credit will be recognized for courses taken during the summer at another school unless they have been previously approved by the Assistant Principal. Only credit recovery courses will be considered for approval.

Failures and Summer School Credit Recovery

A student who fails to earn credit for a required course must acquire the credit in St. Thomas' summer school credit recovery program or in another approved summer school in order to return to St. Thomas the following year. The only exception to this is in full-year courses in math and languages other than English in which what is learned second semester builds itself on what is learned first semester. In this case, the first semester failing grade will be raised to a passing grade if the student earns a second semester average of C- or better. (Exceptions: Calculus or Pre-Calculus.)

Credit recovery courses taken with approval will become part of the school record and will be used in the computation of the cumulative grade point average. Students who fail a course are required to take credit recovery. Students earning less than a C- in a core course may have the option of taking the course again in the summer. Both the original course and the credit recovery course will be on the transcript and included in the cumulative grade point average. **Only courses taken at St. Thomas High School will be included in the cumulative grade point average.**

A student who fails more than one subject in a quarter or semester will be ineligible to participate in any extra-curricular activities until the mid-quarter grade check.

Parent-Teacher Communication

In the event that any parent needs to contact a teacher or administrator, the parent may do so by emailing or calling and leaving a message on voice mail. Teachers prefer email as the primary means of contact. All phone calls will be returned the same day, if possible. Teachers and administrators can also be contacted via email. Addresses can be found on the St. Thomas Web site (www.sths.org). A meeting with all the teachers of an individual student may be scheduled through the student's counselor.

Blackbaud

Parents and students may access class LAPs and student grades on Blackbaud, our online communication service. Parents and students will be provided with log-in instructions.

Semester Examination Policy

1. Students are not excused from scheduled exam times for any reason, including travel plans. Students who miss exams will receive a zero (0) for that exam.
2. After notifying the Dean of Students Office and receiving approval, only students who are seriously ill or have experienced a death in the family may reschedule their final exams at a time set by the Assistant Principal. For a seriously ill student, a written statement from a doctor must be provided to verify the seriousness of the illness in order to have an exam rescheduled.
3. All semester exams are final. The semester mark will be determined by a combination of 40% first quarter, 40% second quarter and 20% final exam.
4. Cheating or violation of testing protocol on a semester exam will result in a zero on the exam, automatic failure of the course for the semester and summer school will be required.
5. Permit to Exam cards will not be issued to students until all accounts are cleared with the Business Office and all St. Thomas items (uniforms, library books, etc.) have been returned in good condition.

Report Cards

All grades will be reported electronically and parents can access grades through the school's portal.

Electronic reporting of grades will be blocked until all school accounts are settled.

Academic Due Process

1. In all cases, the concerned parties should contact the teacher, present their grievance and allow the teacher a reasonable time to deal with the grievance.
2. If the issue is not resolved, the parties must first consult the Department Dean, then the counselor and then the Assistant Principal. The teacher will be informed by one of these that they have been consulted.
3. If the issue is not resolved, the requests will be taken to the Principal, who will consult with the Administrative Council and/or hold a meeting with the concerned parties. The teacher will be informed of the meeting in time to prepare a statement and will be given time at the meeting to respond. The principal will decide the issue.

Senior Exemptions from Final Examinations

Exemptions from the final exam are possible for seniors during the first semester in ½ credit semester courses and in all second semester course. To be eligible seniors must have at least a 90 average in the class and meet attendance requirements as stated below. The student's exemption is not given automatically. **A student that has more than five class absences per semester that are not school-related activities is ineligible to be exempt from an exam in that subject. Students with more than 5 tardies to school or individual classes per semester are also ineligible for exemptions.** Special circumstances may be reviewed by the Dean of Students Office.

Junior Exemptions from Final Examinations

Exemptions from the final exams are possible for juniors in the spring semester, in full year courses, if they have at least a 90 average in the class and meet attendance requirements as stated below. In full-year courses, an exemption is only possible in the spring semester with a 90 average in the class. The student's exemption is not given automatically. **A student that has more than five class absences per semester that are not school-related activities is ineligible to be exempt from an exam in that subject. Students with more than 5 tardies to school or individual classes per semester are also ineligible for exemptions.** Special circumstances may be reviewed by the Dean of Students Office.

Academic Probation and Ineligibility

If a student is failing two or more required subjects at the end of the semester, he will be placed on academic probation for the following semester. If at the end of the probationary period, the student is still failing courses, he may be subject to required withdrawal for poor academic performance. A student who fails more than one subject at the end of the first quarter, the first semester or the third quarter will be ineligible to participate in any extra-curricular activities. The student will not be allowed to participate in practices, games, contest, meetings, or any other extra-curricular activity. Every three weeks the moderator or coach may request the student's grades be re-evaluated by the Assistant Principal to determine the student regaining eligibility.

Academic Concerns

St. Thomas High School does not rank its students. To compute cumulative grade point average, courses are distinguished according to their degree of difficulty and grades are weighted according to the following criteria.

1. Grade point averages are based on a 4-point scale
2. Advanced and Advanced Placement courses will be given an additional point when calculating GPA.
3. The Physical Education grade is not calculated in the GPA
4. Cumulative GPA is rounded to the nearest hundredth of a decimal point.

Below is the grading scale to translate grades into a 4-point scale:

| Grade | Percentage | GPA Regular | GPA Weighted |
|-------|------------|-------------|--------------|
| A | 93-100 | 4.0 | 5.0 |
| A- | 90-92 | 4.0 | 5.0 |
| B+ | 87-89 | 3.3 | 4.3 |
| B | 83-86 | 3.0 | 4.0 |
| B- | 80-82 | 3.0 | 4.0 |
| C+ | 79 | 2.3 | 3.3 |
| C | 77-78 | 2.0 | 3.0 |
| C- | 75-76 | 2.0 | 3.0 |
| D+ | 74 | 1.3 | 2.3 |
| D | 71-73 | 1.0 | 2.0 |
| D- | 70 | 1.0 | 2.0 |
| F | 0-69 | 0 | 0 |

St. Thomas Club and Honor Roll:

St. Thomas Club students must maintain a 4.0 GPA

Honor Roll students must maintain a 3.5 GPA

The Valedictorian and Salutatorian are determined at the end of seven (7) semesters. The students with the highest grade point average and the second highest grade point average in January of their senior year will be declared Valedictorian and Salutatorian, respectively. A student must have been in attendance at St. Thomas for at least five consecutive semesters in order to be declared Valedictorian or Salutatorian.

Graduation Requirements

All students must successfully complete 28 credits for graduation.

| | |
|------------------|--------------------------------------|
| Theology | 4 credits (required of all students) |
| Mathematics | 4 credits* |
| English | 4 credits |
| Social Studies | 4 credits |
| Science | 4 credits |
| Health/Phys. Ed. | 1.5 credits |
| Foreign Language | 2 credits |
| Computer | 1 credit |
| Fine Arts | 1 credit |
| Speech | .5 credit |
| Electives | <u>2 credits (minimum)</u> |

Total 28 credits
*Students must take 8 semesters of Math.

Students may not take more than 1.5 credits of P.E. toward their graduation requirements. All students are obligated to successfully complete the school service requirements during their four years at St. Thomas. Freshmen are required to volunteer at least 15 hours during their freshman year. Sophomores are required to make a service retreat during their sophomore year. Upperclassmen are required to volunteer at least 40 hours during their junior year (or the summer prior to their junior year) and another 40 hours during their senior year (or during the summer prior to their senior year). Retreat requirements are listed under Campus Ministry. Final credit for classes is not given until all financial obligations have been met for the year. Transcripts for transfer and/or college are not released until all financial obligations have been met.

ACADEMIC AWARDS

Four major school awards are presented to graduating seniors at the Academic Awards Assembly in the spring each year:

ALLNOCH SCHOLAR ATHLETE AWARD

The student awarded the Allnoch Scholar Athlete Award will be a senior with a high GPA who has earned at least two varsity letters during his senior year. He must have participated in each sport for at least two years at St. Thomas and he must have maintained academic excellence throughout his entire time at St. Thomas.

ALBERT R. GAELENS GOODNESS, DISCIPLINE AND KNOWLEDGE AWARD

Given in honor of Albert R. Gaelens, C.S.B. who was the 21st principal of St. Thomas High School, this award is presented to the senior who most exemplifies the school motto, "Teach me goodness, discipline and knowledge." The members of the senior class nominate their classmates for this award and the faculty votes on those students receiving the most nominations.

PRINCIPAL'S SERVICE AND LEADERSHIP AWARD

This award is presented to a senior who has shown outstanding leadership and who has been generous in service to the school and the wider community.

FR. SCHWENZER CAMPUS MINISTRY AWARD

This award is presented to a senior who has most exemplified the Man of St. Thomas motto of Faith, Service and Leadership.

STUDENT SERVICES

Choices Program

St. Thomas subcontracts with The Council on Recovery to offer the Choices program to students, parents, faculty and staff. The Choices program is a comprehensive, multiple high-risk behavior prevention and intervention program tailored to meet the school's unique needs. The program utilizes evidence-based methods for reducing high-risk behaviors by directly influencing school culture and creating student, parent, and faculty action groups to achieve positive outcomes.

A Choices counselor is on site to provide prevention, education, intervention, counseling and consultation services to address high-risk behaviors, such as alcohol and binge drinking, tobacco and vaping, bullying and cyberbullying, body image and eating disorders. The Choices counselor also helps students develop social and emotional skills related to abstract reasoning, self and social awareness, impulse control and emotion regulation.

The Choices counselor is a qualified credentialed counselor licensed by the state of Texas. All services of the Choices program are provided or supervised by the Choices counselor. Some services may be provided by a Masters level graduate student, but always under the supervision of a licensed and approved supervisor.

Counseling

Each incoming freshman is assigned to a Counselor who will work with him during his four years at STH. The counselors are available before, during and after school for those seeking assistance with questions regarding their future plans, their course of studies, their present day stresses and strains or any other situations for which they feel a need for counseling or assistance. Counseling at St. Thomas High School is a vital part of the school community, extending various services to its students, faculty and parents. Recognizing the principles of Christianity, the counselors strive to promote Christian values in the St. Thomas community. The goal of the counseling department is to assist the student academically, vocationally and with social and personal concerns.

Transcripts

The transcripts for present students are sent free of charge. Transcripts for alumni may be ordered for \$5.00 each. Transcripts will not be released until all financial obligations are satisfied with the Business Office.

Non-Custodial Parents

St. Thomas High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a certified copy of the court order. Requests for duplicate mailings should be made in writing to the school office at the beginning of the school year.

Learning Commons

The LC is open to students from 7:00 – 5:30. It is a place where the students can do independent research, study and read. Students in Study Halls, who wish to spend the period in the library to do research, read or use the computers must obtain a pass from the LC staff before 7:50 a.m. or during their lunch period. Any overdue books or materials will result in a fine.

Bookstore

Student textbooks are ordered online through a link on our Web site that directs them to <http://direct.mbsbooks.com/sths.htm>. Books may be paid for via credit card online, or parents may wish to print an order form and send in a check. They may also opt to phone the order in using the toll-free number 1-800-325-3252. At the end of the year families are given the opportunity to sell back their textbooks through the same company, either with a special buy-back day at school or online, where they will be able to print a postage-paid shipping label to send the books directly back to our partner, MSB Direct.

Students should write their names on all of their books, notebooks, binders, gym clothing, etc. in order to quickly identify any belongings that may be found.

Cafeteria

The cafeteria is open before school for breakfast, studying or just gathering. Hot lunches, as well as a variety of other items, are sold at lunch time. The student is to leave his place clean after eating, discarding waste in the receptacles provided. **The eating areas are limited to the cafeteria and courtyard only. Students must remain in these two areas for the entire lunch period unless permission is granted to go elsewhere by the Dean of Students Office. Students may not order food to be delivered on campus.** Information on opening a cafeteria account for students is available on at www.sths.org under the student life section. Opening an online payment account is preferred. Credit remaining on a student's account is rolled over to the next year, with the exception of senior year and transfers. Those balances are donated to the school at the end of the year unless a specific request is made to the Business Office within one month of the student's last date of attendance.

Parents and students are encouraged to utilize the lunch account program. This not only speeds up the payment process, but reduces the amount of disposable cash in student hands. Funds can be deposited online or by check. Students may hand the cashier a check which will be deposited in their account.

Food Service

All food purchased for on-campus events should be purchased through the on-campus catering company and cafeteria operator, Sage Dining Services. Orders can be placed in-person or via email at catering@sths.org. Any questions should be directed to the Business Office.

Senior Off-Campus Lunch

Senior Off-Campus Lunch is a privilege. No senior may go off campus for lunch until the entire senior class has their signed release on file, every senior's Magnus Health account is completed and the Dean of Students gives permission to the entire class that they may begin off campus lunch privilege. Any senior who chooses to go off campus during their lunch will abide by the rules in this handbook. Any senior who leaves for off campus lunch without permission being granted to the entire class will be considered skipping or truant and face appropriate disciplinary action. Off-campus lunch is a privilege for seniors in good standing. **Seniors must either leave campus or have lunch in the cafeteria or courtyard only. Seniors may not loiter or stay in the parking garage or other parts of campus or leave the garage in disarray.** Off-campus lunch may be revoked for one student or the entire senior class for disciplinary and/or academic reasons at the discretion of the Dean of Students. Any student whose off-campus lunch privilege has been revoked for any reason will be considered skipping or truant

and face appropriate disciplinary action if they leave for off-campus lunch.

Business Office

The Business Office hours are 7:30 am until 4:30 pm Monday through Friday for transactions with students and/or parents. Checks will not be cashed. All payments in form of check, cash or credit card should be directed to the Business Office and not left with teachers, coaches or other school employees. Many student fees and items can be paid for at the STH Online store accessible via the school's website.

Tuition and Fee Policy

Tuition and registration fees are determined annually. Registration and other fees are paid on Registration Day at the end of March. Tuition must be paid in full each semester, before the student will be admitted to class, in accordance with the tuition agreement signed by the student's parents or guardian. Payment must be made to Smart Tuition directly. Time must be allowed by parent for payment to process before due date. **The Registration and other fees are never refundable** because registration is a detailed process involving class programming, computer forms, census forms, mailing lists, Business Office forms and other office procedures.

A student's tuition account must be current before a student is allowed to participate in a parent-paid STH trip. Students with outstanding tuition will not be allowed to go on a trip until their tuition balance is paid. Payments made for trips will be applied to outstanding tuition balances.

With regard to a parent-paid trip, any student that has not paid for the trip before the trip departs is not allowed to go on the trip.

If tuition or other fees are not paid promptly, the school reserves the right to suspend a student until his account is brought current.

Admittance to semester examinations requires a "Permit to Exam" card indicating all financial obligations and other school requirements have been fulfilled. The school reserves the right to suspend a student from school for unmet financial obligations including tuition, fees, and other monies owed to St. Thomas.

Report cards, transcripts of grades, college and other recommendations, and diplomas will be issued when financial obligations have been paid.

Tuition Assistance

St. Thomas High School is supported by tuition, fees and donations. It is a fully private institution. Through the work of many volunteers and the generosity of its benefactors, St. Thomas is able to offer limited financial aid to admitted students in cases of demonstrated need. Because of limited resources, St. Thomas cannot promise to meet the financial needs of all students.

Students who receive financial aid will not be allowed to sign up for private trips or tours conducted by a St. Thomas staff member, if there is a charge.

Tuition assistance is available by application through filing a confidential statement by February 1st for financial aid. The link is on the St. Thomas website. This deadline is firm. The prior year's tax return is a non-negotiable requirement.

Application is made online and the link is provided on the St. Thomas website under the Admissions tab. Once all

the necessary information is received, the application will be presented to the Tuition Assistance Committee for review. Awards are communicated to families mid to late March. **Parents must submit a new application annually.**

Aid may be withdrawn due to lack of timely payment of balance, disciplinary issues or other situations that may arise.

There is no financial aid for summer school programs of all types. All students taking summer school classes or participating in athletic camps or workouts need to have the tuition paid before the class begins.

STUDENT ACTIVITIES

All activities sponsored by St. Thomas High School are subject to the rules and regulations established by the administration and published in this handbook.

Away from school, students are responsible to the school for conduct at such times and places they are recognized as St. Thomas students rather than as individuals.

Campus Ministry

The purpose of Campus Ministry at St. Thomas is to ensure that the young men who are entrusted to our care receive the opportunity for daily spiritual formation and growth. Campus Ministry includes a comprehensive 4 year Christian Service program, mandatory student retreats, daily mass, all school liturgies once a month, peer ministry, liturgy team and music ministry, Advent and Lent collections and services, Respect Life Club and Fellowship of Christian Athletes.

Mass is celebrated daily in the school chapel at 7:20 a.m. and all students, parents and faculty are invited to participate. Special celebrations of the Eucharist for the entire student body are scheduled frequently during the day throughout the school year. Students of all religious denominations are required to attend. During Lent, Mass is celebrated every Wednesday during the school day for anyone who wants to attend.

There is a Father-Son Mass in November and Mother-Son Mass in December. These dates are posted on the school calendar.

The Campus Minister is available during the school day, as well as after, to meet with students and help them in any way possible with counseling that is not academic or disciplinary.

The Sacrament of Reconciliation (Confession) is available during the lunch period once a week in the chapel or from any priest at any time.

Retreats are an essential part of the St. Thomas experience. Every freshman and sophomore is required to make a one-day retreat during the school year. Every junior is required to make an overnight retreat during the school year. Senior retreat is optional.

Christian Service requirement guidelines are listed under Graduation Requirements.

Dances

Dances are sponsored by the Student Council or other school organizations with the approval of the Principal. Regular school dance hours are from 9:00 p.m. until midnight. Some begin at 8:00 p.m. Students will be admitted 30 minutes prior to the beginning of the dance and lock in will begin 30 minutes after the dance begins. During lock – in hours no attendees may leave the dance for any reason. Lock-in will end 1-1/2 hours from the start of the dance. All students who plan to attend these dances must be admitted before the designated lock in time and will not be allowed to leave before designated lock in time ends. Good conduct is expected at all times. Students and/or their dates are subject to Breathalyzer tests, drug tests, or searches upon entry or during the dance. Use or distribution of any alcoholic beverage or any controlled substance, including e-cig and vaping devices, except as legally prescribed, is strictly prohibited. A parent/guardian will be required to pick up the student if necessary. An incident of this type will be followed by disciplinary action on the next school day. Parents are asked not to sponsor, condone or allow their son or his date to drink on nights of dances. The use of chartered buses and limos for any dance is forbidden, except for prom. Any buses or limos at prom are subject to search by the Dean of Students, Assistant Deans of Students and/or faculty chaperones.

Common Dress Code for Dances

In February 2003, all the Catholic high schools in Houston agreed to establish and enforce a common dress code for dances. The dress code varies slightly depending on the type of dance. St. Thomas men are responsible for seeing that they and their dates observe the dress code in order to gain admission to the dance.

Formal Dances (Prom, etc.)

Men: Suit or tuxedo preferred. Sport coat, dress slacks, dress shirt, tie, dress shoes and socks required. No head covering.

Women: After 5 p.m. dress attire. Formal dress must be in good taste, modest and appropriate. No low cut or bare midriff. *Dress length must be to the top of the knee.* Dress shoes are required.

Semi-Formal Dance (Homecoming, etc.)

Men: Sport Coat, dress slacks, dress shirt, tie, dress shoes and socks required. No head covering.

Women: Dress or skirt and blouse must be in good taste, modest and appropriate. No low cut or bare midriffs dresses or tops. Dress or skirt must be *to the top of the knee.* Dress shoes are required.

Casual (Orientation, Back-to-School, after games, etc.)

Men: Dress must be in good taste, modest and appropriate. *Dress should consist of blue jeans or Khaki "Docker style" shorts and an appropriate t-shirt.*

Women: Dress must be in good taste, modest and appropriate. *Dress should consist of blue jeans and an appropriate t-shirt.* No low cut or bare midriffs dresses or tops. Dress or skirt must be *to the top of the knee.*

All Catholic high school dances are alcohol, tobacco, and drug free. Students have a lock-in (time dependent upon the dance time). Students whose dates are dressed in an inappropriate manner will not be admitted to the dance. Students whose dates are not in compliance, but are allowed to enter, will face disciplinary consequences.

School Trips (Athletics, Field Trips, Band, Forensic, etc.)

All trips sponsored by St. Thomas are chaperoned and follow the guidelines of this handbook. All trips must be cleared and approved by the Dean of Students Office. Good conduct is expected at all times. **Parent chaperones are also expected to refrain from the use of alcohol when present with students on any such trips.** Misbehavior on off campus school sponsored events or trips may result in the student being sent home immediately at the parent's expense. Misbehavior on off campus school sponsored events or trips may result in suspension or removal from the extra-curricular activity, club or team and/or result in further disciplinary action determined by the Dean of Students.

Student Council

Student Council represents the students in all areas of student life. It is a liaison between the student body and the administration. This group coordinates school-wide activities as a service to the students of St. Thomas. Student Council officers and representatives are selected by the election process.

National Honor Society

The National Honor Society (NHS) is open by invitation only to St. Thomas High School juniors and seniors. Students considered for membership must maintain a cumulative GPA of at least 3.85 in order to be considered and to remain in NHS during their tenure at St. Thomas. All students who qualify academically are invited to complete a formal application that reveals the qualifications that make them outstanding with respect to character, scholarship, leadership and service. A Faculty Committee then reviews the applications and decides which students will represent St. Thomas in the National Honor Society. Emphasis is placed on the demonstration of these qualities while engaged in St. Thomas related activities. Membership is a privilege.

The members of the NHS serve the school and the community in several ways. Tutoring is offered for any St. Thomas student who seeks additional help. NHS members also provide academic support for children at area elementary schools and homeless shelters. NHS members also serve as hosts for Academic Assemblies and as ushers for school masses and at graduation.

Extra-Curricular Activities

Student organizations are important segments of high school life, providing avenues for cultural and spiritual growth. At St. Thomas, they encompass a great variety of interest and provide many diverse activities for their members. Students who intend to seek an elective position in any organization must have a minimum cumulative GPA of 80, be in good standing and registered for the following year.

Students should not be permitted, however, to become engrossed in activities to the detriment of their studies.

Dual Officer Positions

Students may not simultaneously hold office positions in more than one of our major school organizations. (Student Council, National Honor Society, etc.)

Clubs and Activities

To enrich the student's learning experience, organizations are sponsored by St. Thomas to give students an opportunity for school and social service and to offer activities in many fields of interest. Student participation in these organizations is highly encouraged.

Art Club
Asian Culture Club
Athletic Trainers
Campus Ministry
Chemistry Club
Chess Club
Choices Club
Eagle Guard
Fellowship of Christian Athletes
Francophone Club
Intramural Sports Club
Java Competition Team
Magic Card Club
Math Aces
Math Club
Model United Nations
National Honor Society
Pre-Med Club
Quiz Bowl
Robotics Competition Team
Rocketry Club
Senior Leaders
Spanish Club
Speech and Debate Club
Student Council
Student Media
Ultimate Frisbee

ATHLETICS

Objectives

Interscholastic athletics are important to a program of education. Participation contributes to health, happiness, physical skill, emotional maturity, school morale and the ability to experience victory and defeat in an acceptable manner. Anyone who is able and willing to meet the standards of the program is given the opportunity to participate. Games have as chief purposes: sportsmanship, development of playing skills, friendly rivalry and improved community relations.

Athletics present the individual with the opportunity to make strong friends through responsible teamwork – exercising judgment, thinking quickly and taking and executing orders to the best of his ability. The athlete learns that success depends on hard work, devotion to the task and enthusiasm, as well as the innate ability of the person.

Athletic events at home or away are under the jurisdiction of TAPPS, NFHS and UIL rules. Students and

parents are reminded that, as spectators, they represent St. Thomas. The purpose of attendance at athletic events is to support the team with positive spirit. Alcoholic beverages or controlled substance, except as legally prescribed, before, after or during any athletic event is prohibited. Parents should know where their son is and establish a reasonable curfew following the event. It is suggested that a student's curfew should be no later than one hour after the event is over.

Sportsmanship

The St. Thomas winning attitude must be motivated by positive attitudes. Preparations for contests should be centered on developing confidence, loyalty, dedication and strength in unity. Cheers and rallies that manipulate by verbal abuse of opposing players, coaches and schools are counterproductive to the ideals that St. Thomas sets forth in its motto: "Teach Me Goodness, Discipline and Knowledge" and will not be tolerated. Violations of this policy will be subject to disciplinary action.

Interscholastic Program

St. Thomas presently offers 12 sports for interscholastic competition. Ten of our sports compete in the Texas Association of Private and Parochial Schools (TAPPS) District 3-5A, while three of our sports compete in sanctioned leagues specific to their sport.

- Baseball*
- Basketball*
- Cross Country*
- Football*
- Lacrosse
- Rugby
- Soccer*
- Swim*
- Tennis*
- Track & Field*
- Wrestling*
- Golf*

*Denotes TAPPS sports

GENERAL POLICIES AND PROCEDURES

Harassment Policy

St. Thomas High School strives to maintain a community which is free of all forms of intimidation and harassment. The work and learning environment fostered by St. Thomas must be one in which all individuals are free to develop relationships, and to work and learn without fear of harassment. Special care must be taken not to embarrass, ridicule or make fun of any person before, during or after school at but not limited to assemblies, pep rallies, or other functions which would be interpreted as harassment or disrespect. To impersonate another person (staff member or student) in a skit, permission in writing must be obtained from the person in question.

"Harassment, intimidation or bullying" means any gesture...electronic, written, verbal or physical act that is reasonably perceived as being motivated either by an actual or perceived characteristic such as but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and

expression, a mental, physical or sensory handicap or by any other distinguishing characteristic, or is motivated to intimidate or harass and takes place on school property, at any school-sponsored function, travel, on social media and/or or through electronic transmission.

1. a reasonable person should know, under the circumstances, will have the effect of harming a student or staff member or damaging the student's or staff member's property, or placing a student or staff member in reasonable fear of harm to his person or damage to his property,
2. has the effect of insulting or demeaning any student, staff member or group of students.

This policy is not to be construed in such a way as to suppress respectful thought, study or discussion concerning controversial issues. The purpose of the policy is to prohibit harassment, as defined above, in order that each member of the St. Thomas community has an equal opportunity to work, learn and develop to his or her fullest potential.

Any student, faculty or staff member suffering abuse in violation of the above policy at the hands of a student, or students or any member of the faculty or staff is urged to bring the matter to the attention of an appropriate school official. Harassment is prohibited by law.

Parent/Guardian Harassment

Under normal circumstances, a student will not be deprived of a Catholic education at St. Thomas High School on grounds relating to the attitude or behavior of parent(s)/guardian(s). Nevertheless, a situation could arise in which the uncooperative, defiant or disruptive attitude of a parent/guardian will so diminish the effectiveness of the school's endeavors to educate the student, so that continuation of the student's education would be greatly impaired. Such situations include, but are not limited to any statement, series of statements, action or actions by a parent/guardian or other person responsible for the student which upbraids, insults, threatens or abuses any teacher, administrator, coach or staff member of the school.

Health Issues

1. **Immunizations:** Students at St. Thomas, as one of the schools of the Texas Catholic Conference Education Department (TCCED) must be in compliance with all required immunizations as set forth by the Texas Department of Health Immunization Division. All immunizations must be completed by the first day of attendance. Students without complete records on file will not be admitted to class.
2. **Prevention:** The school wants to prevent contagious illnesses from spreading. Parents should not send a seriously ill student to school until he has recovered.
3. **Serious Chronic Illness:** Parents are to inform the school if their son has a serious and possibly life-threatening chronic illness or condition such as, but not limited to, diabetes, epilepsy, severe allergies (including but not limited to food allergies), anaphylaxis and asthma. If medication or treatments are involved, this information must be in the student's Magnus Health account and notice must also be given directly to the Dean of Students Office. For any serious health issue that could possibly present itself during school hours or extracurricular activities the student attends, the parents must also notify the student's school counselor, the student's teachers each semester, and coach and or/moderator of any extracurricular school activity. Any medication or equipment must be provided to the school in the Dean of Students Office by the parents.
4. **Medication:** All medications that the student takes must be kept in the Dean of Students Office. Students are not allowed to carry any medication, even over-the-counter medications without doctor authorization and a request for in school medication form turned into the Dean's Office and also uploaded to the student's Magnus Health account.
 - a. **Prescription Medication:** A Request for In-school Administration of Medication form must be downloaded from the parents' Magnus Health account, signed by both the

parent and physician, and turned in at the time the medication is brought to the Dean's Office. The medicine must be in its original container. Parents are to advise the school, in writing, of any changes in dispensing orders. Clinic or school personnel are not permitted to administer prescription medication unless the physician requests on the form that there is a need for such administration of medication during school hours.

- b. **Select Over-the-Counter Medications:** For clinic or school personnel or Licensed Athletic Trainer to administer select over-the-counter (non-prescription) medications (see permission form for list), a Permission for Over-the-counter Medication form must be completed in the student's Magnus Health account.

Child Abuse Reporting

School personnel have a moral obligation, as well as a legal obligation, to report child abuse and neglect. If a school staff member has "cause to believe" that abuse or neglect has occurred or will occur, they will report the information immediately to the Director of the Counseling Department, who in turn, will make the actual call to Children's Protective Services. The Counseling Department Director will inform the administration if any further action is necessary for the student's welfare.

Bad Weather Policy

*In the event of school closure due to inclement weather, the school wide communications system "Blackboard Connect Code Red" will be utilized to keep parents informed of closure and reopening. Final decisions will be made by the principal. We do **NOT** follow the HISD standards or the Diocesan Office of Catholic Schools. Decisions on the closing of school in the event of a forecasted inclement weather event will be made in a window 24-36 hours ahead of the event.*

If there is an unanticipated major weather event, a decision by the principal to close the school will be made by 5:30 AM on the day of the event.

Residency

Students must be living with their parents or guardians, even if they are 18 years of age.

Electronic Devices

Students will not be called from class to receive a call nor will messages be accepted for students except in the case of an emergency.

Electronic devices include but are not limited to cell phones, school – issued tablets, personal computing devices, and smart watches. Students may use cellphones and smart watches before (7:50) and after school, after classes are dismissed for the day. Students may also use cell phones and smart watches at lunch or during flex time in the cafeteria and courtyard **ONLY**. Students may use their personal computing devices after the school day ends. Seniors are allowed by senior privilege to use personal computing devices during school hours. The Dean of Students Office reserves the right to revoke this

privilege if needed.

Students may not use their cell phones or any personal devices during the scheduled instructional day within the school; **this includes hallways between classes, bathrooms, locker rooms or during assemblies**. When in class, all phones and personal devices are to be turned off and must be placed out of sight. Those students who disobey school policy by using cell phones or other personal devices outside of allowed times will have them confiscated. Students whose electronic devices are confiscated will be subject to disciplinary action at the discretion of the Dean of Students Office.

St. Thomas High School has the legal right to confiscate and search electronic devices at any time. In addition, the school can be expected to maintain possession of the device as an investigation proceeds. Failure by students or parents to recognize this authority may result in the immediate suspension or expulsion of the student. In the event that inappropriate images are found on the phone or device, the school will determine if, in its judgment, the images include examples of child pornography. Federal and state criminal codes are very clear with regard to the responsibility of the school in cases involving the possession and/or transmission of images that represent child pornography.

In cases like this, St. Thomas High School is required by law to inform the law enforcement authorities and to give them possession of the device containing the images. Federal authorities may become involved if the internet was used in any way in acquiring possession of the images. Students and parents should be aware of the fact that a full criminal investigation may ensue, encompassing interviews, subpoenaing of documents or records, the posting of the inappropriate photos to a national registry, etc.

Student Schedule

Students should be aware of their schedules at all times. A bell schedule is included at the end of this handbook and also on the school website.

First Period

Students are to be in their assigned seats at the start of first period. If not, they should report to the Dean of Students office. Students are to be silent during announcements.

P.A. Announcements

Any information to be announced must be submitted to the Eagle Broadcast Network by 5:00 pm the night before. All announcements will be made at the beginning of first period. Dismissal at the end of the school day will follow additional announcements made by an administrator on the P.A.

Passes

Any student outside of a scheduled class must have signed out and have a hall pass. Seniors with an *Eagle Pass* **will not** wander the halls. Eagle Pass students must remain on campus at all times. Students with Eagle Pass during A period must check in at the Dean's office before 7:50 a.m.

Students must have a pass from the Dean of Students Office to go to their car during the school day (exception – seniors leaving for off campus lunch). Failure to do so may result in disciplinary action.

Student Parking and On Campus Driving

Students are not allowed to be in cars or parking areas any time during the school day.

Students are expected to drive safely and slowly on campus.

Students are expected to park only in their designated space or area.

Parking and driving on campus are privileges, not rights.

To obtain and keep these privileges, students must adhere to the following regulations:

1. Every student parking on the property must apply for a permit and register his car with the Business Office within one week after the beginning of school.
2. All student automobiles parked on school grounds must be registered with the school. Students who obtain a license and begin to drive to school during the school year **MUST** obtain a permit immediately **before** parking on campus.
3. The parking fee is \$150.00 plus tax. Parking spaces on campus are limited, especially for larger vehicles. Preference will be given to juniors and seniors. The remaining spaces for sophomores will be available on a first come, first served basis. Freshmen are **not** permitted to drive.
4. Parking permits are purchased online on the St. Thomas website under Student Life. Once payment is made, the student should bring his vehicle registration papers, parking agreement form and on-line payment receipt to the Business Office where the parking permit will be issued.
5. **The parking tag must be displayed at all times**, hanging from the review mirror without obstruction, and must be visible to a casual observer. If in extenuating circumstances the mirror's size is too large to hang the tag, then the parking tag must be adhered to the windshield right above the car's registration sticker on the driver's side of the vehicle. **No exceptions.**
6. Only seniors can park on the 2nd and 3rd floors of the parking garage. Juniors and sophomores will park on floors 4 – 6.
7. No student may park on the first floor of the parking garage.
8. Students may not park on the in the parking spaces on the ramps between floors in the garage.
9. Student parking is strictly limited to the parking garage. Parking in "surface spot" areas or in front of the school is restricted to faculty, staff and visitors. **Students may not move vehicles after school from the parking garage to any surface lot until after 5 p.m.**
10. All students who bring a car on campus must be licensed and must be covered by insurance as required by state law. The school is not responsible for the vehicle, its contents or damages occurring while on school property.
11. Students may not use permits assigned to other students. Parking tags may not be shared, as each tag is tied to a particular vehicle. If a student's "daily driver" car changes, he must report the new vehicle to the business office immediately.
12. If a student is in a temporary car, they must let the Dean's office know immediately of the duration of the temporary car's use, make and model, or risk a violation.
13. Students must drive slowly on campus, give right of way to pedestrians, conform to posted traffic and speed signs, as well as slowing down for speed bumps.
14. If a student needs to obtain something out of their car during the school day, they must obtain permission and a pass from the Dean of Students Office **only**.
15. Violations may include, but are not limited to: disobeying any parking or traffic regulation, parking in a space or parking garage floor not assigned to the student, parking in a space assigned to someone else, reckless driving on campus, parking without a permit, permit not displayed properly (see #4 above), displaying a parking tag from previous years, loitering in parking areas or garage, going to car without permission during the school day, etc. and will result in fines and/or suspension of parking privileges and possible disciplinary action. Violations of these regulations may result in one or more of

the following at the discretion of the Dean of Students Office: fines, detentions or other disciplinary action, the suspension or loss of driving privileges, as well as towing or booting of vehicles.

Please note the following parking violations will be enforced:

All fines are paid to the Business Office within the deadline listed on the ticket. Student must then show proof to the Dean of Students Office by that deadline that the fine was paid and any other instructions to be completed were followed on the ticket.

Failure to pay the fine on time and show proof to the Dean's Office will result in disciplinary action and possible suspension of driving privileges.

1st Parking Violation – \$25 Fine

2nd Parking Violation –\$25 Fine and automatic detention determined by the Dean of Students Office

3rd Parking Violation – Boot/\$50 Fine and possible disciplinary action determined by the Dean's Office

4th Parking Violation – Boot/Loss of driving privileges and \$100 fine.

Assemblies

Speakers and performers expect courtesy from St. Thomas students. Loud laughter, whistling, loud noises or stomping of feet, although acceptable at pep rallies, are certainly out of order at most other assemblies. Use of any electronic devices during an assembly is not allowed. In all assemblies, students are to maintain appropriate behavior.

Fire Drills

Silence must be maintained during fire drills. When the alarm sounds, all must leave quickly and silently in single-file line, taking nothing with them. Posters by each room exit indicate the route to follow. Maintain silence to hear possible instructions from Fire Marshals and maintain single-file down the sides of the halls. The last student out of the room checks that all students have gone and shuts the door. Doors are to be shut, but remain unlocked.

Campus Policy

No student is to leave the campus during the school day without permission from the Dean of Students office.

Class Changing at Lunch Time

Students are not to re-enter the building after their lunch period begins until the next class change.

Study Hall

If a student has a Study Hall in his schedule, he is to be in the room assigned. Study Halls are quiet areas for study. Absence from Study Hall will be considered truancy. Students who need to go to the LC, another teacher's room, the counselor, etc. must obtain a pass before school (from the place they need to go instead of study hall) and show this pass to their study hall teacher at the beginning of the study hall period, before going to the place indicated on the pass.

Lost and Found

A “Lost and Found” is maintained in the Dean of Students Office. The school is not responsible for lost or stolen articles. Students are to report lost or stolen articles to the Dean’s Office immediately.

Insurance

The school insurance does not cover personal injury. All injuries must be covered under the parents’ insurance policy. All students attending St. Thomas High School are required to have private insurance. This includes injuries sustained during athletic events and practice. Students may not participate in extracurricular activities or travel on ANY excursions until private insurance is obtained.

Lockers and Backpacks

All lockers are the property of St. Thomas. Lockers and backpacks are subject to search with or without cause, by the Principal, Assistant Principal, Dean of Students or Assistant Dean of Students. Any illegal substance or weapon found in a locker or backpack will be confiscated and may be delivered to law enforcement authorities. Parents will be notified. By signing the acknowledgment for this handbook, the student and parent/guardian specifically agree to any such search or seizure. Students must use the locks provided to them by the school. The school is not responsible for any personal or school supplied items that are not properly secured in a locker (school and/or athletic locker) or kept with the students at all times.

Students should keep their combinations confidential. Locker clean-up should be completed by the last day of final exams. Anything left in the lockers becomes the property of St. Thomas High School. Students are issued locks for school and athletic lockers. Students are expected to keep their lockers locked at all times. Students should secure valuables or have them on their person at all times. Students are expected to keep personal property locked in a locker or with them during after school activities.

The school is not responsible for lost or stolen articles.

ID Cards

Picture ID cards will be made during the first week of school. Students must be in possession of their card and prepared to present it to any staff member at any time. Students must provide ID cards on request in the cafeteria to purchase meals/food. Replacement cards can be obtained, for a replacement fee, through the Main Office.

Use of School Branding

No articles of clothing or merchandise using the name of St. Thomas High School, our logo, monogram or mascot are to be made, sold or distributed without prior authorization and approval of design by the Administration and the Director of Communications. The Student Council is the organization that members of the student body work through.

Selling Goods on Campus or at School Events

Students may not sell any homemade or purchased goods on campus or at school events, to benefit themselves or any organization. Non-STH students must receive the permission from the Dean's Office for the sale of any school sponsored goods on the STH campus or at STH sponsored events.

Working Students

A St. Thomas student is encouraged to work no more than 20 hours/week and not later than 8:00 p.m. on a school night.

Campus Supervision

The main building is open from 6:30 a.m. until 6:00 p.m. After 4:00 p.m., the school does not supply supervision or security unless the student is participating in a regularly scheduled school activity. Students who are not in a scheduled after school activity who must wait after 3:15 on campus must report to either the LC for quiet study or the cafeteria. The LC is open until 5:30 and the cafeteria is open until 6:00. Students should bring their own snacks and food may only be eaten in the cafeteria.

Field Trips

Students participating in any school sponsored field trip must have both administrative and parental permission. An Emergency Consent/Activity Participation/Insurance Waiver form, which grants parental permission for the entire year, must be downloaded from the parents' Magnus Health account, signed and uploaded, faxed or mailed back to Magnus Health, where it will be kept on file. Parents will be notified by the field trip moderator at least one week in advance of any field trip. Parents at all times reserve the right to not have their son participate on a field trip and should notify the Dean of Students immediately. The administration reserves the right to deny permission for a student to go on a field trip for academic, disciplinary or other reasons. Students representing St. Thomas High School are expected to dress and act appropriately on all field trips.

Round-Up

Each student enrolled at St. Thomas High School is responsible for selling a minimum of one quota of raffle tickets for our annual school carnival. Students are encouraged to sell more than the required single quota. Round-Up is a way of raising funds to help provide financial aid. If a student does not sell his quota, he will be expected to participate in this event by helping to clean the school grounds on the Monday after Round-Up. If he does neither, he may be billed for one quota and shall not participate in any of the Round-Up holidays. Students on financial aid must sell a quota as part of their financial aid agreement.

TECHNOLOGY RESPONSIBLE USE POLICY

In an effort to support the vision for a "man of St. Thomas to be a faith-filled, life-long learner who thinks critically, communicates effectively, and prepares thoroughly to excel in college and in life," St. Thomas provides a variety of resources to support student learning, including electronic resources. It is imperative that all students, staff, and guests of St. Thomas use those resources ethically and responsibly to further the educational goals and objectives for which they are intended.

To meet these goals and objectives St. Thomas will:

- provide necessary devices to students
- provide a stable and secure network, along with necessary technology support
- ensure technology is integrated into the curriculum
- provide education on appropriate digital citizenship in 21st-century education
- provide warranty coverage for normal wear, including a loaner tablet while such repairs are resolved

In working toward these goals and objectives, St. Thomas students will:

Students will refrain from using their own personal electronic devices, such as but not limited to laptops, personal tablets, cell phones, etc. during the instructional school day.

Only seniors will be allowed the freedom to utilize their own personal laptop or tablet as a senior privilege. Since it is a senior privilege, it may be revoked either individually or, if it is significantly abused, as a class.

The school is not responsible for the safety of or any damage to a personal device that is confiscated for inappropriate use. These devices will be governed by the same rules as cell phones.

- **Treat electronic resources responsibly:**
 - Students are responsible for ensuring their tablet or laptop is in working order before classes begin each day, including having charged batteries and all troubleshooting issues resolved.
 - Students are expected to be good stewards of all resources (e.g. refraining from unnecessary download or streaming of large files to conserve bandwidth, unnecessary printing to conserve paper).
 - Student must back up data regularly, using Cloud space such as Google Apps, Dropbox, etc. Data stored on student tablets is the responsibility of the student.
 - Students must refrain from making any modifications to their tablets, aside from necessary downloads of files for educational purposes.
 - Students must report any physical damage to their tablets or laptops or any inappropriate material they may receive immediately.
- **Use electronic resources only for legitimate academic purposes and to access academic content:**
 - Students must use their laptops s educational tools, refraining from using the tablets, laptops or St. Thomas network resources for personal or recreational computing when on campus.
 - Students must use social media (e.g. message boards, blogs) for educational purposes only, and references to St. Thomas should be made only for educational purposes. Additionally, when identifying themselves as students at St. Thomas, students must represent themselves using language, images, and content that is consistent with the school's mission and vision.
 - While students may need to download apps or other files for academic purposes (e.g. drivers for home printing, media files for projects), students must not download files (e.g. games, music, media) for purposes other than academic while on St. Thomas' network or for a purpose that violates copyright laws or fair use guidelines.
- **Act ethically when using electronic resources at St Thomas:**

- Students must not attempt to bypass or disable any network security or filter. (e.g. when on campus, students should access the Internet via St. Thomas' network, not by tethering to another device.)
- Students must respect the property rights of others, including copyright and fair use laws.
- Students must honestly represent their own work and document any sources from which they acquire information. Plagiarism is prohibited. Likewise, usage of literary apps such as "SparksNotes" or "Cliffsnotes" is forbidden.
- Students must use only their personal account, password, email, or storage space and should not give access to other users.
- Students must treat others with respect, decency, appropriateness, courtesy, tolerance, and integrity in all forms of digital communication.
- Students must not access Web sites that contain inappropriate material, which can be defined as, but is not limited to, content containing material of a sexually explicit nature or Web sites that advocate violence, racism or illegal activities of any type.

In supporting their sons' efforts toward these goals and objectives, parents of St. Thomas students will:

- share responsibility with students for computing activities conducted away from school
- refrain from modifying or attempting to repair school-owned devices
- assume financial responsibility if the device (or its accessories) are lost or damaged and that damage is determined to have been purposeful or is not covered by insurance provided by the school.
- Tablet repair costs are \$50 including accidental breakage. Tablet replacement cost is \$570.90 for lost, stolen or breakage beyond repair. Keyboard/dock replacement is \$115.47. Power supplies are \$41.57. To replace a lost or damaged case is \$25. A stylus is \$31.41. Costs for the new tablets will be determined and published before school starts in August.
- Laptop repair costs are \$50 including accidental breakage. Laptop replacement cost is \$1,275 for lost, stolen or breakage beyond repair. Power supplies are \$45.98. To replace a lost or damaged case is \$25. A stylus is \$64.75. Costs for the new laptops will be determined and published before school starts in August.
- Students must use the St. Thomas Help Desk for tablet and laptop maintenance.

Other Considerations:

While on campus, St. Thomas has taken actions to prevent access to the above-mentioned material that includes the use of blocking/filtering software. However, because of the changing nature of information on the Internet, it is impossible for St. Thomas to completely prevent access to such material. To help students make wise decisions in using technology resources, faculty and St. Thomas leadership will educate students on appropriate digital citizenship. To reinforce such digital citizenship off campus, parents should monitor student technology use away from school.

Students are responsible for appropriate behavior on the school's electronic resources, just as they are in a classroom. Therefore, general school rules regarding proper conduct will also apply to students using the St. Thomas network, tablets or laptops. . The use of electronic resources is not a right; it is a privilege. If the privilege is abused, it may be revoked, and additional disciplinary actions may be applied in accordance with the St. Thomas code for student conduct.

The user will be personally responsible for his actions when using school equipment to access technology resources both inside and outside of the school's network. Tablets, laptops and storage space will be

treated in the same fashion as school lockers, meaning administrators and technical support personnel may periodically review stored contents to maintain system integrity and insure that students are using resources responsibly.

The consequences of violation of any usage policies include the full range of standard disciplinary measures and the imposition of monetary fines to compensate the school for the time and materials necessary to repair any damage caused by the student.

Audio/Video Devices

To protect the individual's privacy and rights, students are forbidden to take pictures, audio recordings, or videos of school employees or fellow students without their explicit permission. The use of any type of video or audio recording devices inside the school buildings, including photo cameras, digital and video cameras or cell phones with camera capabilities is prohibited, unless with permission and for educational purposes.

INTERNET USAGE

St. Thomas students' technology usage will be audited to ascertain appropriate usage.

St. Thomas' sole intent in providing access to the Internet is to further the educational goals and objectives of our students. **Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic and/or auditory information which is pornographic, sexually explicit, illegal, defamatory or otherwise offensive.** Access to the above material is strictly prohibited. St. Thomas has taken actions to prevent access to the above-mentioned material that includes the use of blocking/filtering software. However, because of the changing nature of information on the Internet, it is impossible for St. Thomas to completely prevent access to such material. *It is the duty of St. Thomas to define appropriate standards concerning the access and use of material contained on the Internet.* St. Thomas respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet.

Conditions and Rules of Use

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom. Therefore, general school rules regarding proper conduct will also apply to students using the St. Thomas computer network. **The use of computer resources is not a right; it is a privilege.** If the privilege is abused, it may be revoked, and additional disciplinary actions may be applied in accordance with the St. Thomas code for student conduct.

The user will be personally responsible for his actions when using school equipment to access computer resources both inside and outside of the school's network. Computer storage space will be treated in the same fashion as school lockers, meaning administrators and technical support personnel may periodically review stored contents to maintain system integrity and insure that students are using the system responsibly.

When accessing the St. Thomas computer network, all users must comply with the following conditions and rules of use:

1. The computer hardware and software at St. Thomas is the property of St. Thomas High School. Computer hardware, software and network configuration are **not to be modified in any manner.** The copying of St. Thomas computer software will constitute theft.

2. St. Thomas High School reserves the exclusive right to represent itself on the Internet. The St. Thomas High School name and all Web contents, including any descriptions, graphics or photographs are the sole property of St. Thomas and may not be used in any form without expressed written permission from the administration of St. Thomas.
3. Students and staff are prohibited from creating, maintaining or contributing to any Web site that purports to contain information concerning St. Thomas or any of its clubs, activities or personnel.
4. Students may not attempt to access or alter the main network operating system or the computer storage space of another individual. **The sharing of passwords is forbidden.** This is for the student's protection.
5. St. Thomas computers are to be used solely for bona fide educational purposes. **They are not under any circumstance to be used as a communication device.** Prohibited non-educational uses include, but are not limited to, **accessing chat rooms, message boards, blogs, forums, webmail or personal email accounts and/or instant messaging systems.**
6. **The playing of any Internet based or multi-player games is expressly forbidden.** This condition is intended to preserve our limited bandwidth for students and staff who are working on legitimate educational projects.
7. **The downloading and/or storing of MP3 files, movies or videos are not allowed.** This condition is intended to reduce the threat of viruses, reduce non-educational use of bandwidth and protect St. Thomas from certain legal liabilities involving the unauthorized copying and distribution of copyrighted work.
8. **Accessing Web sites which feature inappropriate material is expressly forbidden.** "Inappropriate material" can be defined as, but is not limited to, content containing material of a sexually explicit, violent or threatening nature. **Except in very rare cases of legitimate research, Web sites that advocate violence, racism or illegal activities of any type will also be considered "inappropriate".** Other inappropriate uses include, but are not limited to, participating in online auctions, Web shopping, playing fantasy sports and downloading ring tones. **All commercial and political activities are also prohibited.**
9. **The St. Thomas computer network utilizes "blocking" software to prevent access to inappropriate Web resources.** Any attempt to disable or circumvent the Web filter is prohibited. The use of any "proxy" type Web site will be considered an attempt to bypass the filtering system. This system was installed for the protection of our students.
10. **Students who access "translation" Web sites to do their Foreign Language assignments will be reported to their teacher.**
11. Any "inappropriate material" received innocently should be reported immediately to the teacher in charge of the computer lab at that time.
12. **Students may not load, download or install any type of software for any reason without the express consent of an authorized network administrator.** This policy is intended to protect the integrity of the St. Thomas computer network, reduce "down time" due to software compatibility issues and guarantee the legality of all software loaded on computers owned by St. Thomas.

The consequences of violation of any usage policies include the full range of standard disciplinary measures and the imposition of monetary fines to compensate the school for the time and materials necessary to repair any damage caused by the student.

Personal Web Sites and Blogs

Students who develop and maintain personal Web sites and/or blogs, including but not limited to, such freely accessible sites as Facebook, Twitter, Snapchat and Instagram and who identify themselves as students at St. Thomas High School must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal

information about the student, inappropriate images or vulgar language which would contradict the values of the school as stated in the school's mission statement. Students may not use any form of the school's crest or any other image file obtained from the St. Thomas Web site. The following recommendations are made to students with personal Web pages and/or blogs:

1. Since Web sites/blogs and social media are available to anyone at anytime, a student should not post personal information that he does not want everyone to see and be aware of, including parents, college recruiters and strangers.
2. Whenever possible, students are encouraged to use a privacy feature that ensures that only those people whom the student approves may have access to the Web site.
3. Students are advised to be very careful about taking surveys which ask them to reveal personal details about the student's personal life that should not be information available to the entire public at large.
4. Offensive and vulgar language must be avoided at all times.
5. Attacking a fellow student's character or that of anyone on the staff or faculty of the school must be avoided and is subject to disciplinary action.

St. Thomas High School encourages all students to use the Internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students. When inappropriate Web sites and/or blogs created and maintained by St. Thomas students mention the school's name and/or use a school logo, the school can and must hold the student responsible for its content. The school may take the following actions:

1. Call the student in for a conference to request that he modify his Web page/blog and/or take the school's name and/or logo off of the Web site.
2. Communicate with a student's parent/guardian about any inappropriate material on a student's Web page/blog.
3. If the student will not cooperate with the school administration as to making his Web page/blog free of anything that would cause harm to him and his reputation and/or the reputation of the school, disciplinary action will be taken until compliance is heeded. The school prefers to avoid such a situation and through Internet education and dialogue with students and parents about the dangers of the Internet the situation can be avoided.
4. The following must always be avoided:
 - a). Offensive and vulgar language
 - b). Attacking a fellow student's character or that of anyone on the staff or faculty of the school
 - c). Cruelty toward others, assault, racial slurs, threats and demeaning comments including any violent or terrorist threats.

Cameras/Video Devices/Sound Recording

To protect the individual's privacy and rights, students are forbidden to take pictures, record audio or *videos* of school employees or fellow students without their explicit permission. The use of any type of camera inside the school buildings, including photo cameras, digital and video cameras or cell phones with camera capabilities is prohibited. Students are required to obtain permission before photographing notes and PowerPoints or videotaping lectures. This includes audio recording.

ATTENDANCE POLICIES AND PROCEDURES

Class Attendance

St. Thomas families and students should be aware that leaving school before the dismissal time, and/or accumulating excessive absences or tardies, not only jeopardizes student academic progress, but it also disrupts the learning environment of fellow classmates. Students are expected to be in class and ready to begin work at the beginning of the day at 7:50 and also at the beginning of each instructional period.

Students are to be present for all classes as outlined on their schedule. A student must not be absent from any one class more than five (5) times during any one semester. At the discretion of the Assistant Principal, a student may lose credit for a semester course if absences in that course exceed five (5). In addition, excessive absences may result in non-participation in extra-curricular activities that interfere with the school day. A student who is absent more than half a school day (4 periods) may not participate in any extra-curricular activities later that day.

School sponsored or sanctioned activities are exempt from and do not count toward the total of five (5) absences per semester. In the event of extenuating circumstances (extended illness or hospital confinement), consideration may be given to extending the limit of five days, provided the parents notify the Dean of Students Office. A doctor's statement will be required for extended absences.

After an excused absence, the student has one day plus the number of days he was absent to complete work due after he returns. After this, make-up work may be accepted at the discretion of the teacher. If a student is absent on the day an assignment is due, the student may **not** fax or email the assignment to the school, unless explicitly approved by the teacher.

Students absent from a class or school day for a school sponsored or sanctioned activity must still turn in any work due that day or class period including but not limited to homework, project, or paper. Test or quizzes missed on the day or class period of a school sponsored or sanctioned activity must be made up the following day upon return.

After an unexcused absence, it is up to the discretion of the teacher, in consultation with the Dean of Students Office, whether to allow a student to make up material and tests. In the case of truancy, the student receives a "zero" on all tests, quizzes and assignments due that day.

For pre-approved (by the Dean of Students Office) planned absences (including college visits), students are required after approval to contact their teachers immediately and make a plan, before the approved absence, for all missed work.

The Dean of Students Office reserves the right to put a student on an attendance contract for students with excessive tardies (to school or individual class periods), absences, and/or early dismissals. Failure of parents and the student to abide by the terms of the contract may result in suspension or dismissal from St. Thomas.

Absences

When a student is absent from school, **the following are required:**

- **Parents must notify the Dean of Students office directly; not the teachers or counselor.**

Unexpected medical or family emergency absences:

- **A telephone call or an email between 7:20 a.m. and 9:00 a.m. on the day of an absence by calling 713-864-6348 x 109 or email deanofstudentsoffice@sths.org (each day of an absence).**
- If the Dean's office is not notified of an absence within two days, failure to do so will result in the absence being considered "unexcused" no matter what the reason. ***If either of the above procedures is not adhered to, the absence will be considered unexcused.***
- A doctor's note, if required by the Dean of Students Office, should be turned in before school on the morning of the student's return.
- ***Under no circumstances will a handwritten note alone be accepted to excuse an absence.***

Pre-approved planned personal absences (including college visits):

- St. Thomas is aware that there may be mitigating circumstances for an absence that may not fit directly in one of the excused categories below. However, **any personal absences must be approved ahead of time by the Dean of Students Office or the absence will be unexcused and subject to penalty.** The Dean of Students Office reserves the right not to approve a personal absence due to but not limited to: excessive absences, dismissals or tardies of the student, critical timing of requested absence (near midterms, end of quarter, near finals, etc.), etc.
- For any planned absence by a parent, permission for approval from the Dean of Students Office must be obtained at least a week in advance,
- For college visits, a college visit form must be completed and turned into the Dean of Students Office for approval at least 5 days in advance. Once approved, the students must then email or speak his teachers immediately to plan in advance for missed work. The form for college visits may be found on the school website (Dean of Students Office), counseling office and Dean of Students Office.

School related absences:

- Students are required to check with their teachers **before** the school related absence (all day, early dismissal, etc.), to make a plan for missed work, test, quiz, etc. Work due that day must be turned in before leaving for the activity. Test or quizzes missed must be made up the next day.

Excused Absences

The following are excused absences:

1. Illness of the student
2. Death in the immediate family
3. Funerals of relatives and close friends
4. Participation in school activities with permission from the Principal, Assistant Principal or the Dean of Students Office
5. Doctor's appointments that cannot be made after school hours. **An official appointment card or signed note from the doctor's office is required to verify any professional appointment.**
6. Court appearances
7. Pre-approved personal absences– In order for personal absences to be excused, students must obtain approval from the Dean of Students Office.

Note: College visits are personal excused absences, but advance notification and approval from the Dean of Students Office is required.

Unexcused Absences

All other absences are unexcused and subject to penalty.

Semester Examination Absence Policy

1. Students are not excused from scheduled exam times for any reason, including travel plans. Students who miss exams will receive a zero (0) for that exam.
2. After notifying the Dean of Students Office and receiving approval, only students who are seriously ill or have experienced a death in the family may reschedule their final exams at a time set by the Assistant Principal. For a seriously ill student, a written statement from a doctor must be provided to verify the seriousness of the illness in order to have an exam rescheduled.

Tardiness

Tardies to the first period of the school day are considered unexcused unless the Dean's Office has received prior notification of late arrival from the parents/guardians, and the tardiness is due to illness, doctor's appointments, court appearances, or pre-approved personal issues. Generally, traffic congestion is not considered a legitimate excuse for an excused tardy. Students are allowed three of these per semester before the student receives consequences, allowing a window of opportunity for adjustments to departure times, routes, taken, etc.

Students who are late to school must go directly to the Dean of Students Office and present their ID card to be admitted. The Dean of Students Office will then issue an Admit to Class slip. There may be a penalty assigned for any student who does not have his ID card in his possession. **Students who fail to check in through the Dean of Students Office (even if arriving between class periods) will be considered truant for classes missed and face the consequences of truancy.**

After three unexcused tardies, students will receive morning detentions for each unexcused tardy. After 7 unexcused tardies, students will receive a Saturday or other off day service detention.

Disciplinary course of action for tardies can be adjusted by the Dean of Students Office at any time.

Early Dismissal

When it is necessary for a student to leave school early, the parent must:

- Email the Dean of Students Office (the day before or the morning of before 7:45 a.m.) or the student must bring a note from a parent to the Dean of Students Office before 7:45 a.m. stating the reason and time for the dismissal.
- Students must get an early dismissal slip before 7:45 a.m. from the Dean of Students Office.
- All early dismissals should be confirmed by a phone call from a parent or guardian prior to the dismissal time.
- **Except for an emergency, parents should not expect the Dean of Students Office to track down the student and pull them out of class for an early dismissal. Parents must follow the early dismissal policy or it may not be possible for the student to be released from school early.**
- For a medical early dismissal, students must bring a doctor's note the next day before 7:45 a.m. to the Dean of Students Office.
- **No student may leave campus, even with a parent, without first checking out through the**

Dean of Students Office.

- No student will be released to a parent, guardian or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore unable to drive safely.
- Doctor's appointments and other non-school business should be carried out on days when there is an early dismissal, when possible.

Truancy

Truancy or "skipping" is defined as an absence from class(es), study hall or an assembly without the permission of the Dean of Students Office. Truancy will result in no academic credit being given for subjects that were missed, plus appropriate disciplinary action.

Any student who leaves campus for any reason, including but not limited to illness, medical appointment, or senior lunch, without permission of the Dean of Students Office will be considered truant and face the same consequences.

Students who arrive late and do not check in at the Dean of Students Office or do not have an approved excused tardy by the Dean of Students Office will be considered truant.

The determination of truancy will be at the discretion of the Dean of Students Office.

Medical Excuses for P.E.

Medical excuses from P.E. class for more than one day must be in writing from the doctor or a penalty will be imposed on the P.E. grade. A doctor's note to miss P.E. must be turned into the Dean of Students Office.

DRESS CODE**General Appearance and Attitude**

A student's general appearance reflects his attitude toward his school and himself. An abusive or negative attitude hurts the entire school. A student who habitually displays a negative, uncooperative or disrespectful attitude will be asked to leave St. Thomas. As long as a student is enrolled at St. Thomas, he represents and reflects the tradition of St. Thomas.

St. Thomas will be the sole judge of what is improper grooming and/or attire. Students out of dress code must report to the Dean of Students prior to homeroom with a written excuse explaining the violation; otherwise a detention will be given.

Students may at no time wear "unwholesome" images or branding that supports lifestyle choices that are inappropriate for teens.

Shirts

All shirts must be neat, clean, have a fold over collar and be tucked into the pants. Patterns such as plaids and stripes are allowed but no inappropriate designs or patterns, as determined by the Dean. Pocket size emblems only. Any branded STH shirts are allowed but only if issued by school organizations or sold by the athletic booster club. Hawaiian shirts are on approved days only, with no inappropriate items displayed.

Pants

Students must wear tan khaki dress or “Docker” type pants that are neat and clean. Students may not wear denim trousers of any kind except on special dress days announced by the Administration. This includes tan denim “western” jeans. A belt is to be worn at all times. Drawstring or side-pocket type pants are not permitted. The bottom of pant legs should **NOT** be frayed or cut.

Shorts

On days that students are allowed to “dress down” and wear shorts, all shorts must be tan khaki “Dockers Style” walking/golf shorts. All shorts must extend below mid-thigh.

Shoes

Shoes should be leather (including suede). They should be black, brown, dark grey, or dark blue. Black or brown DRESS boots may also be worn. Sperry or Top-Sider style leather shoes are also allowed. Light colored shoes, house shoes, shoes with outdoor or heavy terrain soles, or shoes that even remotely resemble an athletic shoe, tennis shoe or walking shoe are not acceptable St. Thomas attire. Any shoe that is too casual or not worn properly is NOT acceptable.

Socks must be worn at all times. “No show” socks are not allowed. ***Students who fail to wear socks will be required to purchase socks from the Dean’s Office for \$2.***

Outerwear

All non STH outerwear is to be with minimal logos and branding as determined by the Dean. Students may also official STH outerwear.

Hats

No hats, caps or head coverings may be worn on the school campus during the school day. Caps may be worn at athletic events on campus.

Hair and Facial Hair

At all times, a student’s hair must be neat, clean, well groomed and remain its natural color. As a general rule – hair should be **ABOVE** the bottom of the ear lobes, not lower than the **TOP** of dress collars or **BELOW** the bottom of the eyebrows. **Hair should not obscure a student’s face.** Hair styles that result in lengths over the eyebrows and/or bottom of the ear lobes are not allowed unless the hair is

restrained by hair gels, or a loose binding at the nape of the neck, throughout the entire school day. Even in these cases, the length in the back may not extend lower than the top of the shirt collar. Students not in compliance will be given a reasonable amount of time, as determined by the Dean's office to get a haircut and return to compliance.

Hair styles that are a result of fads are inappropriate at St. Thomas, including "Mohawks" or styles with patterns or designs shaved into the hair. This includes co-curricular organizations. Students may not wear braids or dreadlocks outside the parameters of the existing code. Students may not use ties, clips, barrettes, rubber bands or headbands to keep hair in compliance, except as a "loose binding" as referred to above.

Sideburns are to be moderate and may not extend below the bottom of the ear lobe. Facial hair of any kind, including a beard or mustache, is not allowed. Students who are required to shave will be asked to pay fines ranging from \$1 to \$5.

Body Piercing and Tattoos

Body piercing of any type is prohibited. Tattoos may not be exposed at school.

Jewelry

Expensive jewelry should not be worn to school. Earrings are not allowed to be worn at school or school events.

Mass/Special Assembly Dress

Mass dress consists of tan khaki "Dockers" style pants, a solid white dress shirt, a tie that has red as its dominant color (any STH team/activity tie is allowed) and a navy blue blazer. Navy blue blazers are the only outerwear permitted on Mass/Special Assembly Dress days. Hoodies and other coats/jackets are not to be worn in school, Mass or special assemblies on those days.

Activity Day/Dress Down Days

For days designated by the administration as spirit or dress down days, the dress code is as follows: dress should consist of Khaki "Docker style" shorts, khaki pants, or blue jeans (non-distressed – no tears or fraying), belt, socks and athletic shoes. Students may wear their team or club identifying shirt, jersey (jerseys must have t-shirts underneath), official STH t-shirt, or Hawaiian shirt.

DISCIPLINE

Students Rights and Responsibilities

It is the responsibility of the student, the school and parents to create a social climate within the St. Thomas community that is conducive to the exercise of self-respect and respect for others and their property. St. Thomas desires an atmosphere of courtesy, honesty and pride in one's own work and

achievement within one's ability.

When corrective measures are required, they will be flexible enough to allow for individual differences among students and situations. However, the welfare of the community (the common good) is paramount and continuing. When exhaustive efforts by the school to help an individual do not produce an acceptable response, the student will be asked to withdraw or be expelled.

Whether any corrective measures, including, without limitation, any detention or other disciplinary action, shall be taken in any circumstance, and the degree of those corrective measures, shall be decided at the discretion of the Dean of Students.

When a student feels that his rights as an individual are infringed upon, his recourse will be decided through consultation with his parents, the Principal and the Dean of Students.

Detention

The penalty for ordinary rule infraction is detention before school. Daily detentions are scheduled at 7:10 a.m. Special detentions for major infractions or for excessive number of regular detentions will usually be given from 7:00 a.m.-3:30 p.m. on Saturdays or by other service detentions not considered a part of the standard school day, including Round-Up holidays.

All detentions are to be served on the day assigned by the Dean's Office. The only exceptions to this are...

1. doctor's appointments which must be verified by the doctor's office
2. participation in a game sponsored by the Athletic Department (not intramurals) or
3. special tutoring sessions confirmed by the teacher

An additional detention will be assigned for failure to report for any assigned detention. Exceptions are not to be presumed by the student. The student must have permission from the Dean of Students office before missing a detention.

Probation

Students placed on probation must sign a contract with both parent and student signatures and adhere to its terms set by St. Thomas in the contract. Failure to adhere to the terms of the contract may result in further disciplinary action determined by the Dean of Students such as, but not limited to, multiple Saturday or other service detentions, suspension, or expulsion.

Suspension

When a student continues to violate the regulations or has serious infractions of the rules, the student may be suspended from school. There are two types of suspensions, internal and external. When a student has been suspended, the school will notify his parents or guardian. Suspended students are not to attend classes and are not to participate in or attend any school events on days of suspension. Students serving an external suspension from school will receive a zero for the day's work (work due or done in class that day, including test and quizzes). Work missed due to an external suspension is not

allowed to be made up. An internal suspension will be served in the Dean's office. The student will be allowed to do any work for that day of school as supplied by the teachers, but will stay in the Dean's office from 7:50 – 3:10, including lunch.

Unacceptable Behaviors

Maturity is an on-going process of life. Students are expected to accept responsibility, to grow in character, to respond to advice and suggestions and to learn not to see themselves as exceptions to regulations which protect mutual freedoms. The following are unacceptable behaviors:

1. Cruelty toward others, assault, racial slurs, threats and demeaning comments including direct or indirect violent or terrorist threats against persons or property, or knowledge thereof
2. Sexual harassment or sexual misconduct
3. Possession of pornography of any kind, including but not limited to, printed and electronic formats.
4. Deliberately setting off a fire alarm
5. Unsportsmanlike conduct, by ST. Thomas athletes or fans, whether it be on campus or away -- the students are representing St. Thomas
6. Possession or use of any tobacco/nicotine or tobacco/nicotine products, including but not limited to eCigs and vaping devices, is not permitted on campus at any time
7. Unauthorized or misuse of electronic devices as per the handbook
8. Destruction or vandalism of school/neighborhood property which may include graffiti
9. Leaving campus without proper permission or failure to check with Dean of Students Office upon a late arrival.
10. Recording devices are not allowed unless authorized by a teacher.
11. Cheating in any form is a serious matter, and will be punished by academic sanctions and disciplinary consequences. No academic honors will be awarded to those who cheat and those who cheat on final examinations will automatically fail the course
12. Study aides such as, but not limited to, Spark Notes, Monarch Notes or Cliff's Notes are not to be used in class or in Study Hall.
13. Food and drinks are not allowed in the building
14. Breaking and entering, destruction of school property or the property of anyone else -- restitution will be required
15. Open defiance of school authority or disrespect to any faculty, staff, chaperone or administration member in word (spoken, written or electronic) or action
16. Stealing, including possession of stolen articles and aiding or abetting any theft.
17. Truancy from school or skipping one or more class
18. Participation in any activity organized to interfere with normal instructional activity
19. Assault or fighting, or possession of items judged by the administration to be weapons or reasonable facsimiles thereof on campus, at school functions or in route between home and school.
20. Inappropriate language as any language offensive to the values of St. Thomas High School or any language that demeans the dignity of any student or staff member. This would include the tone, as well as the content of any statement and would be language any reasonable person would consider offensive. This also includes students who are offended by the use of inappropriate language from a faculty or staff member.
21. Disruption of the learning environment

Note: Law enforcement may be involved for any criminal activity on campus; suspension will occur until any criminal charge other than a minor traffic ticket is disposed of. Also any criminal activity off campus may result in expulsion.

Unacceptable behaviors include but are not limited to the above behaviors. Final decisions of unacceptable behavior are determined by the Dean of Students.

Consequences

Violations of the aforementioned unacceptable behaviors may be dealt with in the following manner:

1. Detention(s) may be given
2. Saturday or other service detentions may be given for first time or repeat offenses
3. Disciplinary probation contracts may be given for first time or repeat offenses
4. Loss of extra-curricular privileges
5. Suspension (one, two or three days) may be given for first time or repeat offenses. School work missed during an external suspension period will result in the student receiving a zero for work due
6. Expulsion may result for first time or repeat offenses

Outside Evaluation and Treatment

In some cases, as a result of a student's behavior, St. Thomas High School may require evaluations by outside mental health professionals designated by St. Thomas High School. The results of those evaluations will be reported by the professional to the school's administration and decisions regarding the student's future enrollment or possible conditions for continuing enrollment at St. Thomas will be determined. In the event that a treatment program is recommended by the professional, the administration will require certification of the completion of the treatment program for continuing enrollment. In some cases, the student may be suspended until the prescribed treatment program is completed. The parents/guardians will be responsible for all charges associated with the evaluation and possible treatment program. Failure to agree to and comply with the above conditions may result in the immediate dismissal of the student from St. Thomas.

Appeal Process

In the case of expulsion, a student's parent or guardian may appeal to the Principal only if they have new evidence to present, or at the discretion of the Principal.

Faculty Disciplinary Review

Each semester the faculty assembly evaluates the behavior of each student. These evaluations are directed to the Administration for determination of a student's continuance at St. Thomas.

Violation of Testing Policy

Students who violate the classroom testing policy will face the same consequences as an "Academic Honesty" violation. This includes the use of a cell phone for any reason or having a phone on one's person during a test or examination before the entire class has completed testing.

Students found to be wearing a "smart watch" or having a camera pen on their person will also be subject

to penalties and consequences.

Academic Honesty Policies

Using unauthorized notes, texts, study aids, calculators, “cheat sheets” or other like information, as identified as unauthorized by the teacher for specific assignments, quizzes, tests, or projects. Giving or receiving information or observing the work of another student during a Final Exam will result in the student receiving a “0” on the Final Exam and failing the course for the semester.

All of the following are instances of academic dishonesty at St. Thomas High School. Academic dishonesty in any form, on any assignment, is a serious matter, and will be punished by academic sanctions.

1. Using unauthorized notes, texts, study aids, calculators, “cheat sheets” or other like information, as identified as unauthorized by the teacher; giving or receiving information or observing the work of another student during a classroom exam or quiz
2. Staying in class while a teacher discusses a test that you have not taken and not reminding the teacher you have not taken the test
3. Altering a graded work after it has been returned and then submitting it for re-grading
4. Allowing another person to do one’s work and then submitting it under one’s own name
5. Submitting identical or similar papers in two different classes for credit
6. Telling someone who has not yet taken a test or quiz what is on the test or quiz
7. Asking someone who has already taken a test or quiz what is on the test or quiz
8. In a foreign language, using a “translation engine”, either purchased software or a translation Web site or using an English translation of a work
9. Acquiring answers for any work or examination from any unauthorized source, as identified as unauthorized by the teacher
10. Copying homework or class work or allowing a student to copy your homework or class work, regardless of either party’s intention.
11. Agreeing with any person to commit any act of scholastic dishonesty
12. Submitting material that is not entirely one’s own work without attributing those same portions to their correct source
13. Using the ideas of another without crediting the source or paraphrasing sentences or phrases written by another without crediting the source
14. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from any other source including the Internet
15. Using the Internet as a source of material for essays, reports, or projects and not crediting the Web site
16. Falsifying or inventing any information, data or citations
17. Stealing, reproducing, circulating or gaining access to examination materials, either classroom exams or final exams
18. Stealing, retaining, possessing, using or circulating previously given examination materials, either classroom exams or final exams, without specific authorization of the teacher
19. Failure to complete an assignment individually. Students should assume that all assignments are to be completed individually unless their teacher explicitly authorizes otherwise.
20. Using Cliff’s Notes or similar published study guides or guides available on the Internet and not reading a literary work
21. Skipping a class to avoid any academic activity

22. Signing another's name to a document, including but not limited to, a Progress Report
23. Providing false information or failing to cooperate in any inquiry regarding academic dishonesty
24. Copying or altering computer files that are not one's personal property is stealing and vandalism
25. Purchasing or selling review sheets for final examinations.

Honest students are troubled when they see instances of cheating. Students often witness behavior that is not observed by a teacher. Academic honesty is jeopardized and class grades may be affected. Students should discuss concerns with their teachers. Students may help other students by warning them that cheating is a violation of STHS principles and policies. Seeing or observing another student engage in any act of academic dishonesty and not reporting this act imperils academic integrity.

CONTROLLED SUBSTANCE POLICY

The purpose of this program is to...

- provide for the health and safety of all students,
- undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and
- Encourage students who use illegal controlled substances to participate in appropriate treatment programs.

Consent

As a condition of enrollment in the school, students and parent/guardian(s) have consented to drug, alcohol and nicotine testing of the student. There is no possibility for any particular student to "opt out" of the testing program.

The following rules concerning drugs, alcohol

1. No student may provide, by sale or otherwise, any substance which is actually or he represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, (synthetic) marijuana, alcoholic beverage, stimulant, depressant, "bath salts," nicotine product or intoxicant of any kind to another student. Providing illicit substances for others whether cash or a similar reciprocal exchange or for no charge is grounds for immediate expulsion from St. Thomas. **This will result in the student being expelled.**
2. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, nicotine product or intoxicant of any kind.
3. Students are prohibited from possessing, using, transmitting or being under the influence of caffeine-based pills or substances containing phenylpropanolamine (PPA) without a prescription.
4. Violation of numbers 2 or 3 may result in expulsion.

Depending on the nature of the violation, the Administration may offer the parents and the student the option of withdrawal or participation in evaluation and counseling. An initial evaluation session must be arranged by the parent and student with the substance abuse agency counselor designated by St. Thomas.

When the evaluation is returned to the Administration, an administrative decision will be made based on the recommendation from the designated agency. The student and parents will be informed of the decision requiring withdrawal, or permitting continued enrollment with counseling approved of by St. Thomas.

If the decision is to retain the student, based on the evaluation, the student will participate in a counseling program. It is understood and agreed by the student and parents that the student's and parents' full cooperation in the counseling program is required.

As a deterrent to the possession of illegal substances, contraband dogs will periodically perform unannounced searches.

ALCOHOL

1. During dances random alcohol testing will be conducted
2. Alcohol testing can be done at any time during school or any STH activity if the student appears to be under the influence

NICOTINE

Vaping and e-Cigs:

1. Along with tobacco products, vaping devices, vaping materials, and e-Cigs are considered controlled substances. The use of these devices is highly addictive and often leads to the vaping of illegal drugs. Vaping devices themselves are dangerous as potentially explosive.
2. Any student found using or in possession of an e-Cig, any vaping apparatus, accessory or product will be subjected to both a nicotine and a drug test and face further consequences in accordance with the STH controlled substance policy.

DRUG AND NICOTINE TESTING PROCEDURES

Testing

All students are included in our random testing and may be tested at any time. Tests are conducted by the Dean of Students Office. Samples are tested off-site by Omega Laboratories.

In addition, a student must submit to an immediate and/or non-random test if (a) the student has tested positive at any time in their time at St. Thomas or (b) there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student may have drugs or nicotine in her/his system. Reasonable suspicion may be based upon, among other things...

- conduct that indicates the presence of drugs or nicotine in an individual's system, including affected behavior, speech and/or body odors
- other circumstances that would indicate that an individual is in other than a sober and reliable state
- behavior on the part of the student that puts the school in the position to determine the cause of said behavior

Student Selection

On days determined by the Dean of Students and/or his designee/s, students will be randomly selected. The Dean of Students Office will gather the selected students to provide samples for screening purposes. Samples will be collected at the time the student is brought to the office for testing. If the student is absent or otherwise unable to provide a sample at the specified time, he shall provide a sample at the discretion of the Dean of Students office. Parents will be notified of the results of all tests.

A student who refuses to submit to a test and/or re-test will be dismissed from St. Thomas High School.

Scope of Tests

St. Thomas High School utilizes the services of Omega Laboratory Services Inc. for oral fluids and/or hair analysis to determine the presence various controlled substances including but not limited to marijuana, cocaine, opiates, amphetamines, phencyclidine, benzodiazepines, methamphetamines, methadone, ecstasy (MDMA), OxyContin and barbiturates or nicotine.

Types of Tests

At the discretion of the Dean of Students Office and/or his designee/s, the student is subject to random testing or reasonable cause/reasonable suspicion testing, using a hair test, a saliva test or both. In the event that a hair test is done, up to 1.5 inches of hair will be collected and tested, which represents approximately a 90-day window of detection. If a sufficient amount of hair from the crown of the head is not available, then alternative hair may be collected and used for testing. If oral fluid tests are conducted, the saliva specimens will be provided by the student in the prescribed manner.

Drug Testing and Consequences

The test screen will determine if a number of illegal drugs are present in either the hair or oral sample, including but not limited to: marijuana, cocaine, opiates, amphetamines, phencyclidine, benzodiazepines, methamphetamines, methadone, ecstasy (MDMA), OxyContin and barbiturates. Those students who are Legally taking medicines prescribed by their physicians will not face consequences beyond parental notification.

Consequences for Positive Drug Test Results

First Positive: student shall...

- participate in a parent conference with school officials,
- reimburse the school for all costs relating to the positive drug test,
- sign a conduct agreement for a prescribed period of time,
- will undergo an assessment by the St. Thomas "Choices" counselor and/or The Council on Recovery, Houston. Further, student and parents must sign an agreement pledging that both student and parents will comply with the recommended prescribed program of treatment. A certificate of completion from the program must be received by St. Thomas in order for the student to remain at St. Thomas. Parents will be responsible for any charges associated with the prescribed program of treatment.
- submit to regular testing for a prescribed period of time at the expense of the student and parent/guardian(s).
- possible suspension from athletic activities. Suspension and length of which will be determined by the administration.

Second Positive: student shall be dismissed from St. Thomas High School.

Nicotine Testing and Consequences

Students are also chosen at random or for reasonable cause for nicotine testing. If the result of a first nicotine test is positive, the following protocol will apply. Please note that the consequences for follow-up positive nicotine tests are also stated.

First Positive for Nicotine:

1. If not already performed, a drug test will be administered.
2. The Dean's Office will conference with the parents.
3. The student will be referred to the Choices Counselor for a nicotine addiction and use assessment.
4. The student may be referred to the Council for Recovery for a nicotine treatment program. The student or his parents must make an appointment for an assessment with the program by the date given by the Dean's Office. The student and his parents must follow the recommendations of the Council and successfully complete the treatment program recommended, with certification of completion provided to the Dean's Office.
5. All of the above will be included in a behavior contract written and provided by the Dean's Office.

Second Positive for Nicotine:

Student will repeat all consequences for the first positive test. In addition, at the discretion of the Dean of Students Office, one or more of the following consequences may be applied:

1. Additional behavior contract.
2. One to three days of internal suspension.
3. One to three days of external suspension.
4. Assignment of service hours for the benefit of the school.

Third Positive for Nicotine:

Parents of the student will be asked to withdraw the student. If the parent chooses not to withdraw the student, the student will be expelled. Any consequence for a third positive for nicotine may be appealed to the principal.

Non-Punitive Nature of Policy

No student will be penalized academically for a positive drug test. The results of drug tests pursuant to this policy are considered confidential information and will not be documented in any student's academic records. Information regarding results of drug tests will not be disclosed to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process.

Positive Non-Random Test Results in Connection with School Events

The forgoing "Consequences for Positive Test Results" and "Non-Punitive Nature of Policy" shall not apply to any student who tests positive in any drug test taken in connection with suspected use of drugs, alcohol, nicotine or other controlled substance at, during or in connection with any school activity or event. Any student who tests positive under such circumstances shall be suspended and referred to the administration for further disciplinary action, including possible dismissal from the school.

Improper Attempts to Avoid Detection

Any student who attempts to avoid detection of a drug, alcohol, nicotine or other controlled substance use through the use of a masking agent or other act of deception, shall (1) be deemed to have tested positive for purposes of the foregoing "Consequences for Positive Drug Test" and (2) be subject to additional discipline, including possible dismissal from the school.

COMMUNITY RESOURCES

Al-Anon

10120 N.W. Fwy, #242
713-683-7227

Child Abuse Hotline

1-800-252-5400

Children's Protective Services

4040 Milam
713-626-5701

Community of Concern

www.communitiesofconcern.org

Cornerstone Recovery

www.cornerstonerecovery.org

Crisis Hotline

713-228-1505

Eating Disorders

Inter Group Association

4140 Director's Row
713-686-6300

Family Service Centers

4635 Lillian
713-861-4849

Houston Council on Recovery

303 Jackson Hill
281-200-9380

Parents Anonymous

4625 Lillian
713-802-7701

St. Joseph Mental Health Center

1404 Calhoun
713-757-7507

MISCELLANEOUS INFORMATION

Advancement and Alumni Office

This office has charge of fund-raising for capital improvements, endowments and scholarships. The office coordinates the activities of the Alumni Association and publishes the *Eagles Nest* and the Annual Report.

St. Thomas High School Foundation

St. Thomas receives bequests, trusts, etc. to support the school through long-range investments managed by a board.

Alumni Association

This organization sponsors activities for alumni to remain in contact with the school and provide an on-going spirit of support for all school activities.

Mothers' Club

This organization provides innumerable auxiliary services to the school. The Mothers' Club provides chairs and volunteers for the annual Auction, Round Up and Style Show which help raise funds for operating expenses and student financial aid.

Booster Club

This organization supports all sport activities through fund-raising functions and strengthens the athletic program through financial contributions and moral support.

Music Guild

This organization, composed of parents of music students, supports the music program through fund-raising activities.

Tom's Moms

This organization offers an opportunity for mothers of alumni to stay in touch with the activities, spirit and development of the school.

PROCEDURE FOR SUBMITTING COLLEGE ADMISSION APPLICATIONS

Naviance

St. Thomas High School offers the Naviance program for students to use for college and career planning. Naviance is accessible from the main St. Thomas web page (www.sths.org) under the Students tab at the top. Families receive their log-in information early in the freshman year during Freshmen Parent Night and will

continue to have access until graduation. Both students and parents are encouraged to set up accounts.

Freshmen utilize the Naviance program to determine their unique learning style as well as to begin building their resume. Sophomores take several assessments to learn more about their personality style, interests, and possible career paths. Juniors will research college majors and other college information to create their initial list of colleges for further exploration. In the Senior year, students use Naviance to track their college applications and request transcripts. Information about the college planning process can be found on the welcome page of Naviance with additional resources located on the Counseling webpage.

The STHS counseling staff uses Naviance to monitor student progress in college planning and also to submit letters of recommendation and transcripts electronically. It is recommended that students submit their applications online. Students can save time by applying to multiple schools through the Common Application (www.commonapp.org) or through the Apply Texas Application (www.applytexas.org). For schools that are not part of either of these two programs, students may access an online application directly through that school's Web site. In addition, counselors use the email component of Naviance to contact parents and students so regular access of your account is encouraged.

Remember that SAT and/or ACT scores are NOT part of a student transcript. Students must contact College Board (www.collegeboard.com) and/or ACT (www.act.org) to have SAT/ACT scores sent directly to all colleges to which they apply.

ACCOMMODATIONS PROVISIONS FOR STUDENTS WITH LEARNING DIFFERENCES

St. Thomas provides the following accommodations:

1. Preferential seating
2. Note-taking assistance
3. Extended time (up to 50%) for quizzes, LAP tests and semester exams

The student is responsible for requesting the use of his extended time accommodation from his teachers at least two days before a quiz or test. Additionally, the student must make use of the extended time on the same day as the assessment.

For Current STHS students who already have a diagnosis that qualifies them for the above accommodations, families must provide the LEC with:

- Current (less than 36 months old) Psycho-Educational testing report with diagnosis and recommendations for accommodations.
- Middle School IEP on school letter head
- ARD paper work including testing information, diagnosis, and testing data

In order to receive accommodations in both of the above cases, documentation must

include cognitive ability testing, academic achievement testing, and a specific diagnosis. The testing may also include (but is not required unless it pertains to the noted disability) a neurological evaluation, a psychiatric evaluation and/or a medical evaluation. This information needs to be in the form of a report from an appropriate testing professional such as a psychologist or neurologist. The report should include the actual test results.

For Current STHS students seeking accommodations for the first time:

- Contact the LEC staff to set up a meeting with your son to discuss his learning differences.
- Your son will meet with a member of the LEC staff to discuss and receive learning intervention strategies to implement before formal testing.
- Schedule psycho-educational testing with a testing provider (see additional handout).
- Bring or send a copy of the diagnostic report to the LEC staff.
- The LEC staff will meet and discuss:
 - o Academic Need – based on past and present classroom performance
 - o Outcome of intervention strategies
 - o Testing Report
 - o Parents and student will be notified of the Committee decision.

For a list of St. Thomas approved psycho-educational testing facilities, please contact the Director of the Learning Enrichment Center of St. Thomas.

ALCOHOL AND ADULT LIABILITY

**Alcoholic beverages are not allowed on campus
without written permission from the
STH Administration.**

The following information has been provided by the Harris County District Attorney's Office regarding alcohol and adult liability:

1. Alcohol consumption by anyone under 21 is against the law in the state of Texas.
2. Possession of alcoholic beverages by anyone under 21 is against the law in the State of Texas. Punishment – fine up to \$200.
3. For anyone other than a parent to furnish alcohol to a person under 21 is against the law in the state of Texas. A spouse who is over 21 can furnish alcohol to his/her wife/husband who is under 21 if in the presence of each other.
4. A parent to furnish alcohol to his/her own child under 21, if that parent is not visibly present, is against the law in the state of Texas. Punishment – fine up to \$500.
5. Certain areas of Houston and the state of Texas are “dry.” For anyone to possess alcohol with intent to distribute in a dry area is against the law in the state of Texas. Possession of more than one quart is evidence of intent to distribute or sell. Punishment – up to one year in jail and fine of \$1,000.
6. For anyone under 21 years of age to state he/she is 21 years of age or present a document indicating he/she is 21 years of age when in truth he/she is under 21 years of age is against the law in the state of Texas. Punishment – fine up to \$500.
7. For anyone, regardless of age, to drive or operate a motor vehicle in a public place while intoxicated (blood-alcohol content of more than .08 or if his/her mental or physical faculties are impaired) is against the law in the state of Texas. Punishment – not less than three (3) days in jail, fine up to \$2,000 and the loss of driver's license for 12 months for first offense.
8. For anyone, regardless of age, to be intoxicated (loss of normal mental and physical faculties) in a public place is against the law in the state of Texas. Punishment - fine up \$200.

**For the school
calendar, go to
www.sths.org and
click on
“calendar.”**

ST. THOMAS HIGH SCHOOL BELL SCHEDULE

**For the school bell schedule, go to
www.sths.org and click on “student life.”**