



New Parent Orientation Guide

CONTACT LIST
MAIN SCHOOL PHONE NUMBER: 713-864-6348

1. DEAN'S OFFICE: deanofstudentsoffice@sths.org; phone ext. 109
2. BUSINESS OFFICE: businessoffice@sths.org; phone ext. 123
3. ASSISTANT PRINCIPAL: mary.criaco@sths.org; phone ext. 104
4. E-BOOKS/TEXTBOOKS: Joshua.wilson@sths.org; phone ext. 174
5. LEC/CIRCLE OF CARE: caroline.becker@sths.org; phone ext. 161
6. DIRECTOR OF COUNSELING: chelette.stephenson@sths.org; phone ext. 106
7. CHOICES COUNSELOR: thomson.ivins@sths.org; phone ext. 254
8. CAMPUS MINISTRY: andrew.quittenton@sths.org
9. SERVICE HOURS: joe.obrien@sths.org; phone ext. 131
10. STUDENT ACTIVITIES: joe.obrien@sths.org; phone ext. 131

OTHER CONTACT INFORMATION:

Athletics: michael.netzel@sths.org

Cafeteria/Sage Dining: sage.dining@sths.org

Advancement: mark.detranaltes@sths.org

Mother's Club: holly.schlosser@sbcglobal.net



**ST. THOMAS
HIGH SCHOOL**
BASILIAN FATHERS • 1900

DEAN OF STUDENTS OFFICE

We are here to promote the well-being of our students and our school environment. You can consider us the “home” office of the school for your student and you. Like a parent, we keep track of students’ whereabouts (attendance, dismissals, late arrivals, etc.), their health (Magnus Health accounts, illness-clinic, medications, etc.), their behavior decisions and consequences, family issues that may affect their ability to be in school or behavior, etc., as well as school safety.

We are glad to assist you in any way possible and will promptly connect you with those who can assist with questions or concerns if we are unable to.

Dean of Students

Rod Takacs

Assistant Dean of Students

Gail Calkins

Administrative Assistant

Elizabeth Horan

DEAN OF STUDENTS OFFICE QUICK GUIDE

For any general questions or concerns, report absences, late arrivals, early dismissals, health related questions, Magnus Health questions or other practical concerns, contact our office at:

deanofstudentsoffice@sths.org

Main Dean’s office phone number: 713-864-6348 X 109

REMOTE LEARNING DAYS QUICK GUIDE

Attendance

Dress Code

- Student must be present in each class every day in remote learning
- Student must be on time for each class
- If a student will be absent, tardy to the remote school day, or need early dismissal on a remote day, parents should follow the same procedure as in person classes-contact our office before school begins that day
- Student must be visible on camera when required and sitting up at a “desk like” setting
- Dress code is to be adhered to on remote learning days
 - ✓ Collared dress code shirt
 - ✓ Student should be groomed and clean shaven
 - ✓ Hair should fall under dress code guidelines



QUICKSCREEN

Implementation of QuickScreen COVID-19 Student Screening Tool

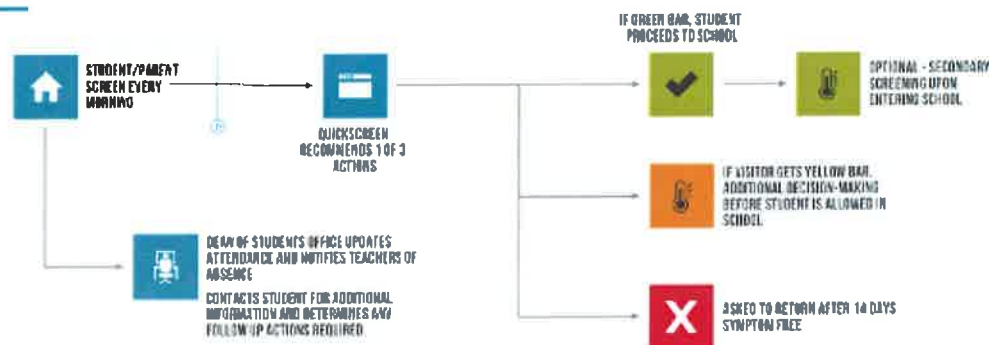
All students reporting to campus will be required to self-screen for COVID-19 symptoms as a precautionary measure to reduce the spread of COVID-19 within the campus community.

We ask every parent/guardian to make sure their student does the self-screening *before leaving home* and coming to campus through the QuickScreen tool. The link to QuickScreen for students is: <https://checkforcorona.com/sths-students>.

- The screening takes less than a minute
- After answering the brief questionnaire, students will see a green, yellow, or red screen with instructions for how to proceed
- The student's answers to the self-assessment questions will be documented and confidentially maintained

STUDENT SCREENING - ST. THOMAS HIGH SCHOOL

SAMPLE ONLY



GREEN screening result – the student is cleared to come to campus as usual

YELLOW screening result – the student should stay home until parent/guardian has spoken with the Dean of Students Office to clear or not clear the student to come to campus

RED screening result – the student should stay home and self-quarantine. The student/parent should monitor his symptoms and call a doctor or use telemedicine services if concerned about their symptoms. The parent should contact the Dean of Students Office for more information

Please contact the Dean of Students Office if you get a yellow or red screening result at deanofstudentsoffice@sths.org or 713-864-6348 x 109.

A student may return to campus when:

- He has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any COVID-19 symptoms have greatly improved; AND
- At least 10 days have passed since the symptoms began.

A student may return to campus earlier if a doctor confirms the cause of a student's fever or other symptoms are not due to COVID-19 and in writing releases the student to return to school. This must be cleared through the Dean of Students Office before the student comes back on campus.

Students should be using this screening tool for days they are going to be on campus for in person classes, meetings, or athletic practices.

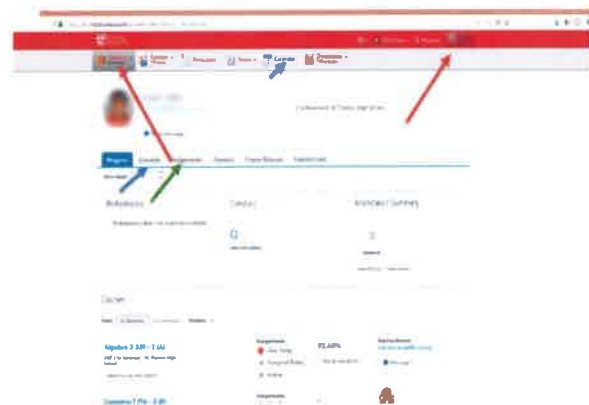
Academics at St. Thomas – How to Help Your Son Be Successful!

➤ Utilize the STH Portal



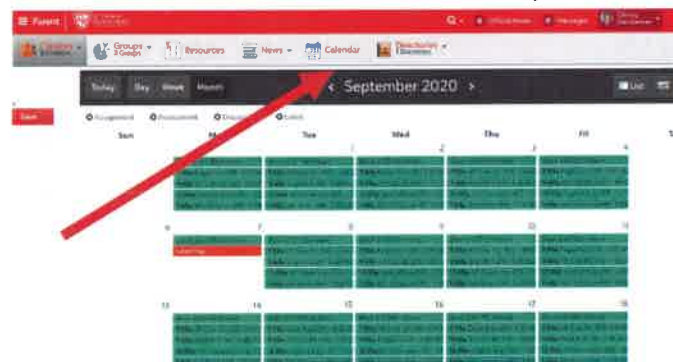
Use this link on the STH Webpage

- When you log-in as a parent, you can see your son's schedule, assignments, grades, and access each of his classes.



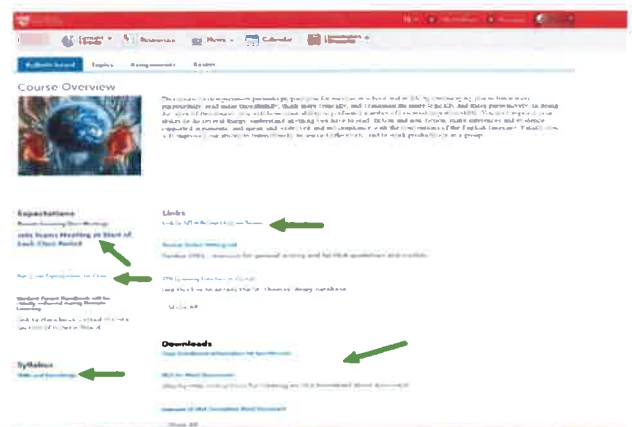
➤ The Daily Schedule

- School begins at 7:50 a.m. and ends at 3:10 p.m.
- Check your son's schedule of classes for each day.



➤ The Bulletin Board

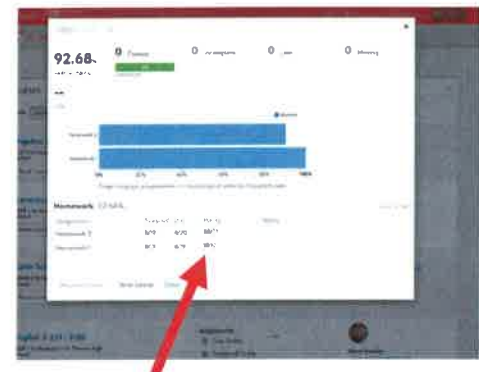
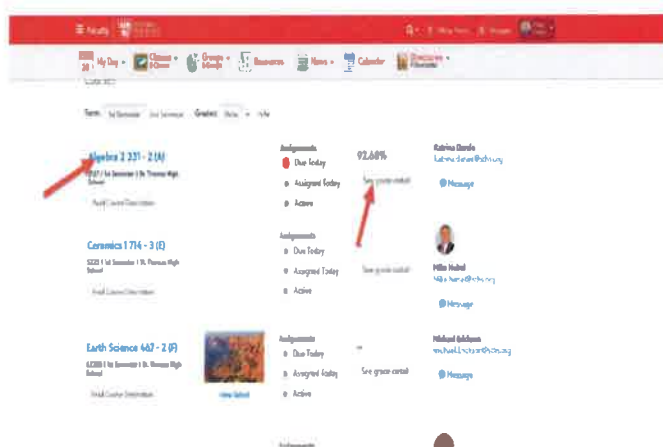
- All important information about the course can be found in the Bulletin Board.
- Syllabus, Course Expectations, Grading Policies, and Links



Academics at St. Thomas – How to Help Your Son Be Successful!

➤ Your Son's Grades

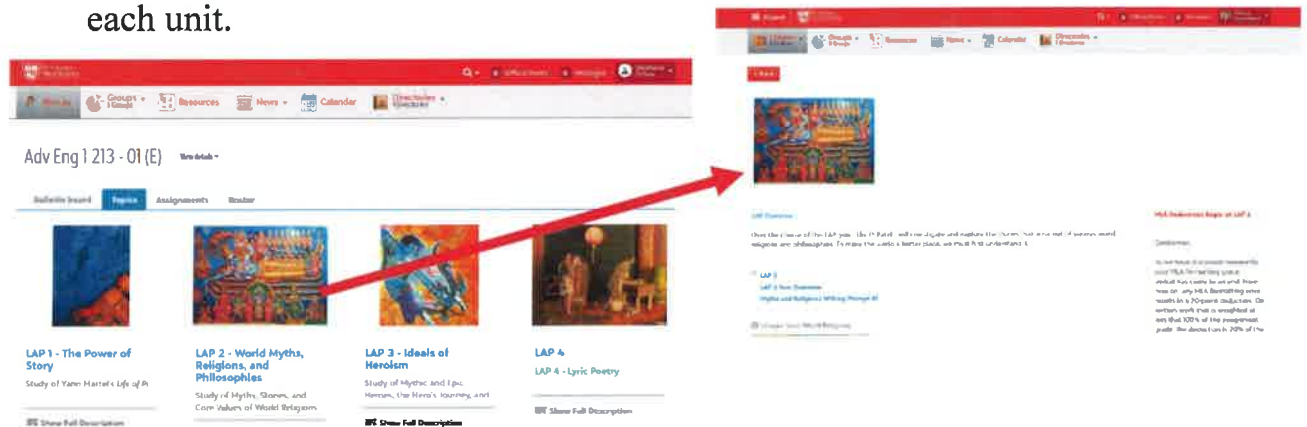
- You may view your son's progress in all of his classes.



See the grade details

➤ Your Son's Classes

- View your son's classes and access his LAPs.
- The "Topic" contains each LAP and the resources that he will need for each unit.



➤ Using LAPs for Student Success

- A LAP is a Learning Activity Packet
- It Contains:
 - The Daily Standards/Objectives for the Unit
 - *What will your son learn?*
 - Important Dates
 - All tests, quizzes, and major grades are clearly identified
 - Daily Agenda
 - Assignments, activities, and assessments for the Unit

TEXTBOOK/E-BOOKS

Information about required textbooks/e-books including book lists and purchasing information can be found on the St. Thomas website at <https://www.sths.org/campus-life/student-life/> - scroll down to the "Bookstore" tab and click to expand.

If you have any questions or need any assistance with textbooks/e-books, please email Joshua Wilson at bookstore@sths.org



LEC Support – Remote Instruction

We understand that remote learning presents some challenges for students and families. We plan to support students as they strive for success in their classes. Students will still have the opportunity to plan meetings with LEC specialists through their study hall periods, before and after school, and during the lunch period.

- All students will be invited to the Learning Enrichment Center Support team on Microsoft Teams, which has all the information they need to work with specialists.
- Students will be able to sign up for meeting times with specialists on Microsoft Teams through the content “channels,” or by directly messaging the specialists. It is the student’s responsibility to adhere to the agreed upon meeting time.
- To get in touch directly with one of the specialists, you are also welcome to email them at the following addresses:
 - Caroline Becker (Caroline.Becker@sths.org), LEC Director
 - Laura Speck (Laura.Speck@sths.org), Writing/ELA Specialist and Accommodations Coordinator
 - Steven Fuchs (Steven.Fuchs@sths.org), Math Specialist
 - Dr. Andrea Spiering (Andrea.Spiering@sths.org), Science Specialist
 - Joanie Shelley (Joanie.Shelley@sths.org), History Specialist
 - Fr. Mitch Dowalgo (Mitch.Dowalgo@sths.org), World Language Specialist
- Specialists will then conduct meetings with students through Teams either by directly video-calling the individual student or by opening up a meeting which allows small groups of students to meet. Video meetings in Teams have several useful features, including a shared white board on which both students and specialists can write, a shareable calculator, and the ability for specialists and students to share their screens with each other. The shared screen feature allows the specialist to display instructional materials and the student to display his work or questions.
- If the student neglected to sign up and needs help, he should either video-call the specialist directly on Microsoft Teams or check the appropriate specialist’s Teams channel and join an ongoing meeting. A meeting visible to him is like an open door in the LEC.
- If the student requires a private, one-on-one discussion with a content-area specialist, he should contact her or him by email to arrange it. Meetings with Ms. Becker will continue to be one-on-one discussions.
- This platform is new to all of us, and we appreciate the learning process it requires. Students should try it all out, and they should contact Ms. Becker or their teachers for help if anything fails to work as expected.
- The specialists keep a log of student meetings that is accessible to faculty, which allows for collaboration and transparency among all faculty supporting your son.

Accommodations Support

- Students will be able to utilize all of their accommodations, many of which are automatically in place with remote learning.
- In order to utilize the extended time accommodation, **upperclassmen** will request extended time with their teachers via email at least two school days prior to an exam. Upperclassmen will also be required to complete a Google form two school days prior to the exam indicating all pertinent testing information. This form will be available on each teacher’s Bulletin Board on the STH Portal.



Top 10 Tips for Successful Remote Learning

These tips are in no particular order

1. **Treat each day like a normal school day (as much as possible).** Establish a routine similar to what you did when you went to school. Eat breakfast, shower, get dressed, and proceed to attend each class. You may find that it helps you focus to dress up a little or engage in other habits you had when attending school physically.
2. **Set up your own learning area.** While you don't have to have a designated desk, you should try to make a space in your house your own. Keep your supplies and organization systems in this space, so that searching for them later isn't a distraction. It is best to find an area where you can sit up straight and work on a flat surface, so that you can avoid getting drowsy or distracted.
3. **Keep class materials organized.** Your organization system will now have to be virtual/digital. This will happen naturally in some cases, because your teachers have separate classrooms. Just as you would with your binder or folder system, make sure you have designated areas for notes, LAPs, assignments, etc. for each class. Ask your counselor or Ms. Becker for more help.
4. **Take regular breaks.** You'll need to move around regularly. Your teachers are planning for 30-35 minutes of instruction, so you should have at least a ten-minute break between classes. Grab a snack, talk to a family member, or walk around the block. ***Do your best to avoid electronic distractions during breaks.***
5. **Take care of your body as you work.** Try to set up a work space that is ergonomically beneficial. See this article for more tips: [Ways to Make Your Work From Home Space More Ergonomic.](#)
6. **Be a productive and good digital citizen.** You should always be thoughtful about what you post online, but especially what you post in your shared classroom spaces. Be kind to others and think before posting.
7. **Collaborate with classmates.** Your teachers will ask that you do this as part of your classwork; in addition, it's a good idea to develop virtual study groups. Your peers often have the best and most relatable advice for approaching an assignment, asking for help, and staying organized.
8. **Include your family in your learning.** Share your ideas about classroom topics with your parents and siblings. Ask them for their support to preserve your learning space and their help to stay organized.
9. **When in doubt, ask for help!** You have several resources at home and at school to help you be successful during this time. Contact your teacher, counselor, LEC specialist, or the IT help desk with questions (helpdesk@sths.org).
10. **Care for your mental health.** This new mode of learning, not to mention the COVID-19 pandemic, can feel overwhelming for all of us. Take a breath and give yourself a break. If you find yourself feeling stressed - exercise, meditate, pray, write in a journal, cook a meal...whatever it is that relaxes you. Check in with your counselor or Mr. Ivins (Choices Counselor) for more support.

Counseling

The mission of the St. Thomas High School Counseling Department is to provide comprehensive services that support the academic achievement, collegial aspirations and mental wellness of the men of St. Thomas and foster the STH qualities of Goodness, Discipline and Knowledge.

The Counseling staff takes a collaborative, student-centered approach to providing individual and group guidance. Because we are a college preparatory school, the Counseling staff specializes in guiding students through the college planning process. The goal of the Counseling staff is to advocate for our students and provide them with the tools necessary to reach their academic and personal goals.

Counselors	Alpha Division by Last Name	Email Address
Kim Shipman	A-DE	Kim.Shipman@sths.org
Kristine Meier	Di-I (12 th grade)	Kristine.Meier@sths.org
Regina Dunford	Di-I (9 th -11 th grade)	Regina.Dunford@sths.org
Staffany Rawls	J-Mi	Staffany.Rawls@sths.org
Jeff Tesone	Mo-R	Jeffrey.Tesone@sths.org
Chelette Stephenson	S-Z	Chelette.stephenson@sths.org
Thomson Ivins	Choices Counselor	Thomson.ivins@sths.org
General Counseling Questions		Kristine.meier@sths.org

STH Counseling Department Website: <http://sths.org/academics/counseling>

[Subscribe to the STH Weekly Counseling Newsletter](#)

STH Social Media

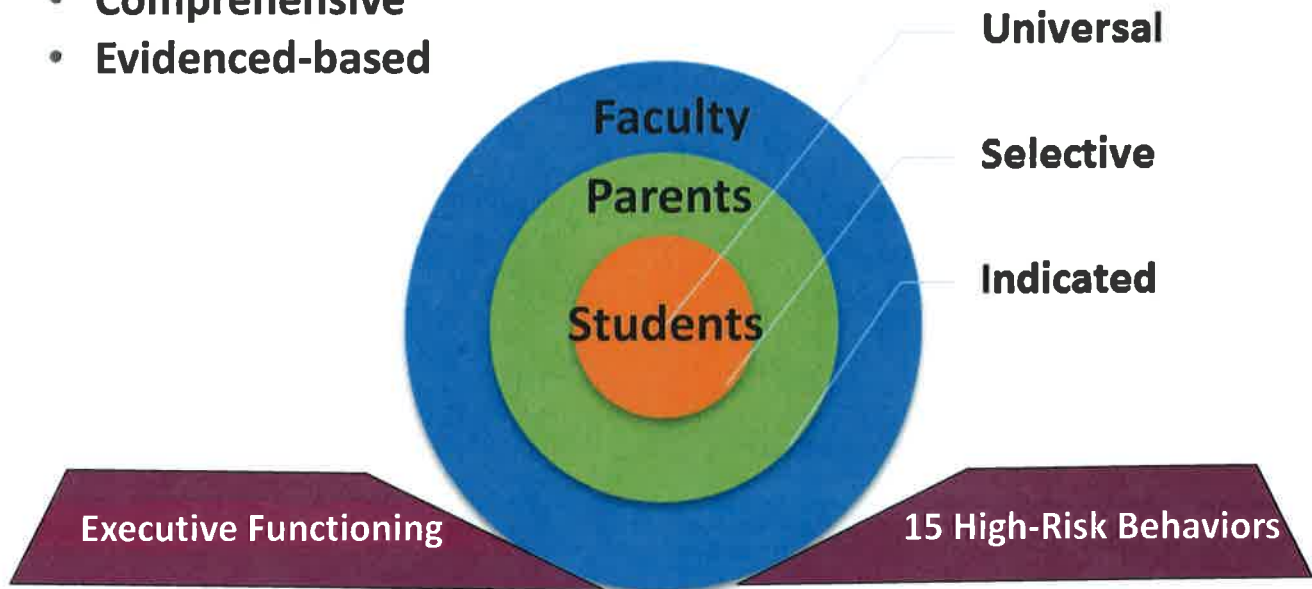
[Instagram](#) [Facebook](#) [Twitter](#)





The Choices Program

- **Systemic**
- **Comprehensive**
- **Evidenced-based**



The Choices program is a comprehensive, multiple high-risk behavior prevention program that utilizes a novel prevention approach by building students' executive functioning skills while simultaneously targeting a variety of high-risk behaviors that high school students struggle with today. These include alcohol, pornography, hard illegal drugs, marijuana, risky sexual behavior, criminal activity, driving while drinking, tobacco, vaping, bullying, cyberbullying, gambling, eating disorders, self-injury, dating violence, video game addiction, depression, and suicide. The programming also addresses a growing body of knowledge regarding the population of students who engage in multiple risk behaviors simultaneously. The program utilizes key elements of effective interventions for reducing high-risk behavior including interactive components.

Our Choices Counselor, Thomson Ivins, joined St. Thomas in 2020. Thomson is a Licensed Professional Counselor-Intern in the state of Texas (Supervised by Evelyn Fitzgerald, LPC-S, License No. #1554). In addition to providing high-risk behavior prevention education, he provides social/emotional therapy services, at no charge, to students, parents, and faculty. He is employed by the non-profit agency, The Council on Recovery. *He is an outside therapist with a therapy office on campus, full-time.* Clients can drop in any time on an as-needed basis, or establish a regularly-scheduled session time. Do not hesitate to reach out with any concerns regarding your children or family members. For more information, please contact Thomson Ivins directly at 713.341.5564 or thomson.ivins@sths.org. Communication is confidential.

What IS x2Vol? It's an online system STH has selected to help our students track and maintain their service hours. It is meant to serve as a way to find service options, and to track hours.



Service at St. Thomas

Prerequisite: Registering on X2vol (a required step for every student)

Students need their STH email in order to set up their account effectively. Accounts need to be in the student's name (vs. parent name).

1. Have him go to www.x2vol.com (If your son's computer doesn't recognize the site, it's likely he has not taken this step.)
2. Have him watch this easy video and follow the steps. (3 minutes)
<https://myintellivol.force.com/x2VOLHelp/s/article/how-do-i-register-or-join-x2vol-as-a-student-2019-02-13-17-59-17>

It is **EXTREMELY** important that students use the process above to make their account with X2vol

HOW TO LOG (ENTER) SERVICE HOURS: (Students are encouraged to do this on their own to master the process, but as a parent, you are welcome to help. You'll need his STH email and his password.)

1. Start by checking out this [easy 3-minute video](#).
 2. Log into www.x2vol.com
 3. Follow the steps in the video. Challenges are addressed in [this FAQs document](#).
-

Resource Recap (we recommend you bookmark these!)

Requirements and overview of our Service Program, explained: Visit [our webpage](#) .

FAQs, Instructionals, and overall Service Help: ([click here](#) - this is full of useful info!)

Presidential Service Award Info: Newly introduced in Spring of 2020! [Click Here](#)

Service questions and suggestions: Please contact Veronica (veronica.looper@sths.org).
To discuss program vision and special circumstances, please contact [Mr. O'Brien](#)

We Love Our STH Families and Our Students! ♥

ST. THOMAS LEND A LITTLE HOPE PROJECT

"IF SOMEONE WHO HAS THE RICHES OF THIS WORLD SEES HIS BROTHER IN NEED AND CLOSSES HIS HEART TO HIM, HOW DOES THE LOVE OF GOD ABIDE IN HIM?" (1 JOHN 3:17).

STUDENTS WHO CREATE 25 CARE PACKAGES AND SUCCESSFULLY DELIVER THEM TO THOSE IN NEED WILL RECEIVE **10** HOURS OF SERVICE. THIS OPPORTUNITY WILL BE FOUND ON X2VOL AND EXPIRES **ON OCTOBER 11**

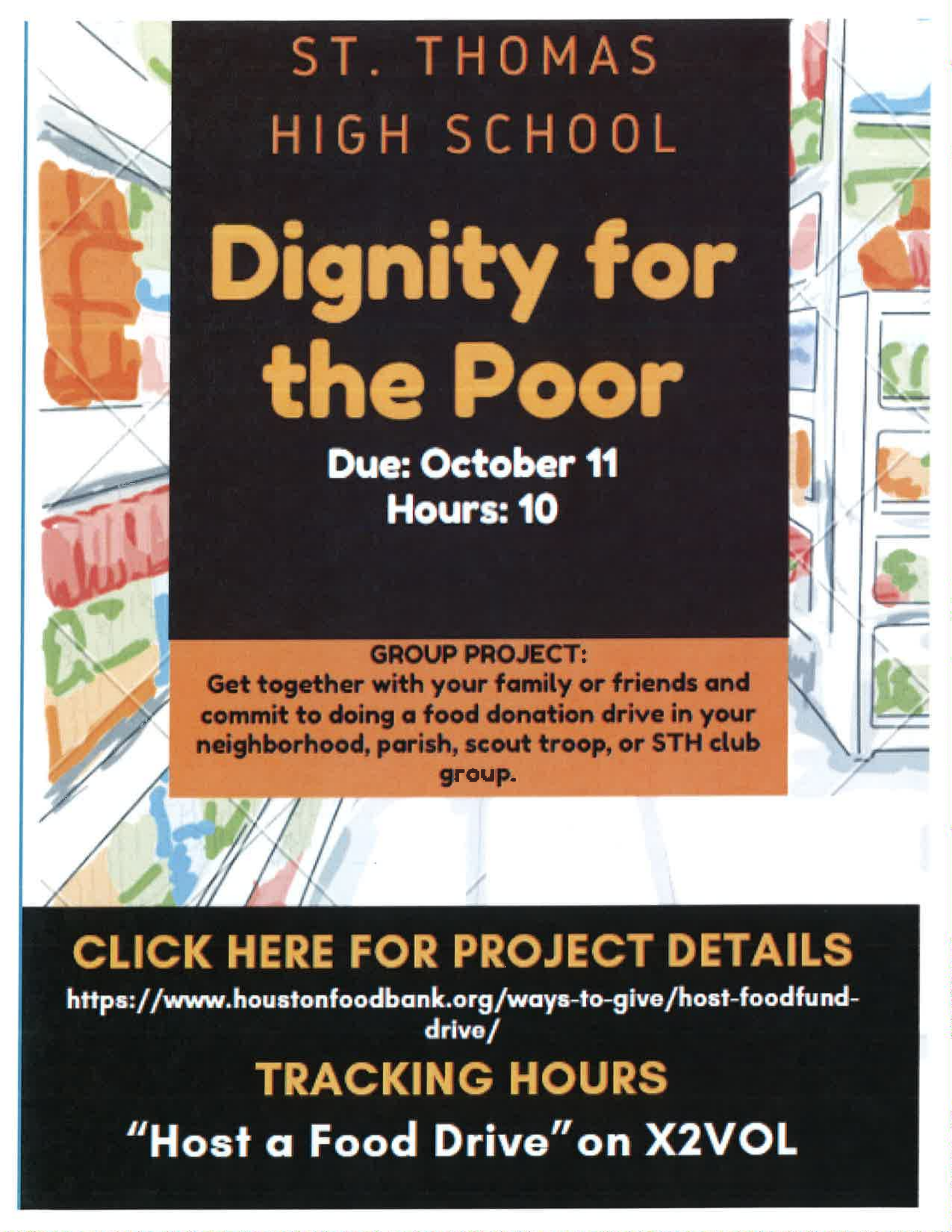
HOW TO BUILD YOUR PACKET
IN A GALLON ZIPLOC BAG PACK 5-7 OF THE FOLLOWING:

A BREAKFAST BAR/PROTEIN BAR, JERKY, A BOTTLE OF WATER, PEANUT BUTTER AND CRACKERS, TRAIL MIX, FACE TOWEL, TOOTHBRUSH AND TOOTHPASTE, PLASTIC UTENSILS, A PAIR OF SOCKS, HAND LOTION, BANDAGES & LIP BALM

SELECT "25 CARE KITS" ON X2VOL TO LOG YOUR HOURS

Need help logging hours on
X2vol email:
veronica.looper@sths.org

For project Questions
email:
Joe.obrien@sths.org



ST. THOMAS
HIGH SCHOOL

Dignity for the Poor

Due: October 11
Hours: 10

GROUP PROJECT:

Get together with your family or friends and commit to doing a food donation drive in your neighborhood, parish, scout troop, or STH club group.

CLICK HERE FOR PROJECT DETAILS

<https://www.houstonfoodbank.org/ways-to-give/host-foodfund-drive/>

TRACKING HOURS

"Host a Food Drive" on X2VOL



To the valued members of the St. Thomas community:

After many months apart, we're looking forward to being together again and serving delicious food. We've rethought and reconfigured our routines to protect the entire community and continue to create exceptional dining experiences.

Here's a snapshot of what you'll see in the dining hall and the steps we're taking to ensure everyone's safety:

- Hand sanitizer in multiple locations.
- Adjusted traffic flow and seating for physical distancing.
- Menus chosen based on your favorites.
- No self-service stations with the exception of prepackaged items.
- Team Members wearing personal protective equipment (masks, shields, etc.) and getting daily temperature checks.
- Team Members sanitizing and disinfecting surfaces throughout the day.
- Cashless service to make service faster and safer.

It's more critical than ever to plan ahead and review the menu in advance to decide what to eat and get in and out of the dining hall quickly. Please download and register to use the Touch of SAGE™ Mobile App and find us using the school zip code.

To make lunch service as safe and efficient as possible, please use the allergen filter in the Touch of SAGE™ Mobile App or online menu to identify allergen-free options.

New this year, we've built an easily accessible website for you at sagedining.com/sites/stthomashigh. It includes your menu and Manager contact information as well as critical details about allergen management, nutritional guidance, and safety and modified service in the wake of the COVID-19 pandemic. The site also allows you to submit comments and visit SAGE's social media pages.

In closing, please rest assured that we're doing everything we can to create a safe, welcoming environment. Thank you for trusting us to serve you!

Henry Bautista
Food Service Director
St. Thomas High School
(713) 864-6348 x171
hbautista@sagedining.com

St. Thomas High School Business Office

Located in room 2108 in the Rotunda

Hours of Operation 7:30 am – 4:00 pm

Student Print Accounts

The most efficient method to place money in your son's print account is to do so online at print.sths.org.

Enter the user name which is your son's first name.last name. The password is what your son uses to log on to his tablet/laptop. For all incoming freshman and transfer students this was sent to you by email in the beginning of July. They do have the option to change their password so clarify with your son. Money can be added to a student's printing account in the business office however there is a \$15 minimum and it has to be cash or check. We do not accept credit card payments for print accounts in the business office. Balances from print account funds roll over to the next school year. Seniors do not receive a refund on print account funds.

Lunch Accounts

Sage Dining Services is our cafeteria provider. It is a separate company from St. Thomas High School. Sage accepts credit card and lunch account payments. ***We are eliminating cash for health and safety reasons.***

To place money on your son's lunch account, log on to sths.org, click on Student Life, Cafeteria, Set Up Your Son's Dining Account, then click the link to MyKidsSpending and follow the instructions. Balances from cafeteria funds roll over to the next school year.

Online School Store (Eagle Store)

Various items are sold on the Eagle Store on our website. Log on to sths.org. There is a black banner at the top of the website that has eight icons, the shopping cart is the last one on the right. Click on the shopping icon, items are listed under Shop by Category. Click on the category needed and follow the prompts.

Parking

All students that drive to school and park on campus must have a parking permit. Parking permits are \$75 plus sales tax for each semester. Permits may be purchased on the school store on our website. A completed form and documentation must be provided to issue the parking pass. Students pick up their parking permits in the Business Office.

If you have any further questions, our email address is BusinessOffice@sths.org. One of our staff members will be glad to assist you.

MOTHERS' CLUB - Volunteer Opportunities 2020-2021

Eagle Treats - Committee responsible for *monthly* Teacher Appreciation lunches and snacks.

National Honor Society Induction - Team responsible for hosting a reception for NHS members/inductees and families. (*Fall*)

Archdiocesan College Fair - Work directly with STH counselors to plan refreshments for college representatives. (*Fall*)

Father-Son Mass - Team responsible for planning the reception that follows Mass including the photographer. (*November*)

Annual Auction & Gala - Join a large group of volunteers to plan and work one of the school's largest fundraisers. (*November*)

Open House - Work with STH Admissions to plan reception for and greet attendees. (*November*)

Mother-Son Mass - Team responsible for planning the reception that follows Mass including the photographer. (*December*)

High School Entrance Exam - Work with STH Admissions to plan and host a reception for prospective families. (*January*)

Round-Up - Join a large group of volunteers to plan and work this entire school community event to raise funds for scholarships. (*March*)

New Student Registration - Team in charge of greeting new students & families and planning a reception to accompany the evening's events. (*April*)

Junior Ring Mass - Team responsible for helping with the Mass and planning a reception. (*April*)

Style Show - Join a large group of volunteers to plan and work a luncheon to honor Seniors and their moms. (*April*)

Spring Middle School Speech & Debate Tournament - Assist Speech Department in planning and providing refreshments for judges and prospective parents. (*April*)

Academic Awards - Team in charge of hosting a reception for award recipients and families. (*April*)

Spring Luncheon - Last event of the year! Team in charge of planning all aspects of the luncheon for all members of the Mothers' Club. (*May*)

SIGN UP HERE: <https://www.sths.org/parents-alumni/parents/mothers-club/>

Please contact Holly Schlosser at hollyschlo@gmail.com to help with any events or for more information. We look forward to seeing you soon!