



STUDENT-PARENT HANDBOOK
2023-2024

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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 or fax 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

A man of St. Thomas is a faith-filled, life-long learner who thinks critically, communicates effectively, and prepares thoroughly to excel in college and in life. He actively serves his community, integrates Christian morality into all aspects of his life, and measures his success by the standards set forth in the Gospels.

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
- 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
- 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
- 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
- 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
- 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, CSB

In 1929, Rev. T. P. O'Rourke, CSB, 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

Admissions

St. Thomas employs a holistic approach when evaluating prospective students. Admissions to St. Thomas is the sole decision of the admissions committee. The school will assess each student on their academic capacity using the student's academic records/transcripts, GPA, standardized test scores, and entrance exam scores (ISEE/PSAT). The school will also assess the character/academic qualities utilizing the student's Resume and Student Statement, and the student's Math and English teacher recommendation. Additionally, to be considered for admissions, the prospective applicant (freshman or transfer student) must be enrolled in an accredited academic institution.

St. Thomas High School strives to enroll a diverse student body. Final or complete transcripts must be submitted to enroll for the academic year.

Selection Criteria:

Application requirements and selection process may be found on the Admission office website:
<https://www.sths.org/admissions/>

Freshman Application Requirements:

- St. Thomas High School Application (\$75 application fee)
- Entrance Exams (ISEE)
- Middle School Record (6, 7, 8 grade & 6 & 7 grade standardized scores)
- Math and English Teacher Recommendations
- Personal Essay
- Resume

Transfer Application Requirements:

- St. Thomas High School Application (\$75 application fee)
- Entrance Exams (ISEE or PSAT)
- High School Record (include standardized test scores)
- Math and English Teacher Recommendations
- Personal Essay
- Resume
- Student and family interview

Incoming freshman will complete a course selection proves which includes optional placement tests. St. Thomas does not accept high school credit earned in middle school. Grades from previous schools are not listed on transcripts nor calculated into the cumulative grade point average.

Transfer students' grades from their previous high schools are listed on their transcripts but are not used to calculate their cumulative grade point average. In all cases calculation begins with grades in courses taken at St. Thomas High School. Transfer students' course placement will be based on current transcripts and grades as well as optional placement tests.

St. Thomas High School considers 9, 10, and 11-grade transfer students. Senior and Mid-year junior transfer will not be considered for admissions unless there are extenuating circumstances. The admission review committee will evaluate extenuating circumstances on a case-by-case basis.

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 in the spring. Registrants will be required to have their course requests approved by their parents or guardians. No course change requests are considered after May 1 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 will be made to the registration policy. 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 seven (7) subjects and no more than one study hall per semester. Students will earn credit in English, Math, Science, and Social Studies each year.
2. To be eligible for honors courses, a student must meet established criteria which may include placement tests, academic prerequisites and/or teacher accommodation. Current students may appeal teacher recommendations between May 1 and May 15 if second semester averages meet the academic prerequisites.
3. Student schedules are not created or changed based upon requests for specific teachers or specific semesters.
4. Course selections are based on curriculum requirements, previous courses, grades, and electives selected by the student. Final course selections determine staffing requirements, class sizes, classroom selection, and teacher daily schedules. For these reasons, student course selections for the following academic year cannot be changed after May 1.
5. Underclassmen are not permitted to repeat a failed course during the fall/spring semesters. It must be taken in summer school. Seniors who fail a required course in the fall semester must make it up in night school during the spring semester.
6. 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 policy is for full-year courses in Math and World Languages in which what is learned second semester builds itself on what is learned first semester. In this case if the student earns a second semester average of C- or higher the first semester failing grade will be changed to a D-. Senior or AP level courses are not included in the policy.

Credit recovery courses taken with approval and at St Thomas High School 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 should do so via email. Addresses can be found on the St. Thomas Website (www.sths.org) and the STH Portal.

STH Portal

Parents and students may access class LAPs and student grades on STH Portal, our learning management system. Parents and students are provided with log-in instructions.

Semester Examination Policy

1. Students are not excused from scheduled semester exam times except for mitigating circumstances such as a serious illness verified by a doctor's note or family emergency such as a death in the family.
2. After notifying the Dean of Students Office and documentation of illness or emergency is submitted, students will reschedule their final exams at a time set by the Assistant Principal.
3. Any other mitigating reason must be submitted to the Dean of Students Office at least one month in advance and approved by the principal. Otherwise, students who miss exams will receive a zero (0) for that exam.
4. For students who receive pre-approval for other mitigating reasons, the exam(s) time will be administered at a time and date to be determined by the Assistant Principal and will cost \$100 per exam to cover the cost the proctor.
5. All semester exam grades are final.

6. The semester average is determined by a combination of 40% first quarter, 40% second quarter, and 20% final exam or final project.
7. Cheating or violation of testing protocol on a semester exam may result in a zero on the exam at the determination of the Dean of Students Office.

Report Cards

All grades will be reported electronically and parents can access grades through the STH 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 Assistant Principal. The teacher will be informed that they have been consulted.
3. If the issue is not resolved, the requests may be taken to the Principal.

Senior Exemptions from Final Examinations

Exemptions from the final exam are possible for seniors during the first semester in $\frac{1}{2}$ credit semester courses and in all second semester courses. To be eligible seniors must have at least a 90 average in the class and not have more than five absences during the semester (school related excused absences and one excused college visit do not count toward the five absences).

Junior Exemptions from Final Examinations

Exemptions from the final exams are possible for juniors in the spring semester, in full year courses. To be eligible juniors must have at least a 90 average in the class and not have more than five absences during the semester (school related excused absences and one excused college visit do not count toward the five absences).

Academic Probation and Ineligibility

If a student is failing two or more 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. Any student who is not carrying a 2.0 or greater by the end of his freshman year will be placed on academic probation. A student who has not earned a cumulative grade point average of 2.0 or greater by the end of the fall semester of his sophomore year, or any subsequent semester, will meet with the principal and assistant principal. The purpose of the meeting will be to discuss best options for said student, including the possibility of withdrawal from St. Thomas High School.

A student who fails more than one subject at the end of the first quarter, the second quarter, the first semester of the third quarter will be ineligible to participate in any extracurricular activities. The students will not be allowed to participate in practices, games, contests, meetings, or any other extracurricular activity. Every three weeks, the moderator or coach may request the student's grades be re-evaluated by the Assistant Principal to determine if the student is eligible to return to his extracurricular activity. Students may be barred from missing classes for extracurricular/athletic events if the student has missed an excessive amount of school, is extremely behind in his work or is failing one or more classes.

Academic Concerns

St. Thomas High School does not rank students. To compute cumulative grade point average, courses 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

A permanent member of the St. Thomas Club is a student who has been on the St. Thomas Club for 7 consecutive semesters.

The **Valedictorian and Salutatorian** are announced at the annual Academic Awards Night. The Valedictorian and Salutatorian are determined at the end of seven (7) semesters. The student 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 (5) consecutive semesters in order to be declared Valedictorian or Salutatorian. The grade point average considered will be the grade point average found in the school portal (rounded to the hundredths). In the event of a tie between two or more students using the letter grade scale, numeric averages received in each course will be averaged to determine who is named Valedictorian and 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 and retreat requirements during their four years at St. Thomas. Please see the Campus Ministry section for details. 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:

REV. ALLNOCH SCHOLAR ATHLETE AWARD

The student awarded the Allnoch Scholar Athlete Award is a senior with a top 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 by taking and excelling in rigorous courses throughout his entire time at St. Thomas

REV. 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.

REV. RON 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.

In addition to the senior awards, the following awards are granted:

Department Awards are given to deserving students for each course in the academic departments. One student is chosen as the exemplary student per course by all of the teachers who teach the course.

Academic Letters are awarded to students who have achieved the St. Thomas Club Honor Roll for the previous three semesters. To achieve the St. Thomas Club Honor Rolls, students must have a 4.0 GPA for a semester. Seniors who have achieved the St. Thomas Club Honor Roll for all seven of the previous semesters receive Permanent Membership in the St. Thomas Club.

The National Merit Scholarship Program is an academic competition for recognition and scholarships. PSAT scores from the junior year of high school qualify students for participation in the scholarship program. During their senior year, qualifying students may become Commended Scholars, Semi-finalists, and Finalists in the program. Students may also qualify for the National Hispanic, African American Scholar, and Indigenous Scholar recognition program as well. The criteria for these awards is established by the College Board each year.

The St. Thomas Alumni Association Scholarship is awarded to one deserving student in each of the rising

sophomore, junior, and senior classes. Students submit a response to an essay prompt. Submissions are read and winners receive a scholarship towards a portion of the student's tuition for the upcoming school year.

The Goetzmann Writing Prize is awarded in honor of William H. Goetzmann, who graduated from St. Thomas High School in 1948, received his doctorate in history from Yale and won the Pulitzer Prize in 1967. Freshmen, sophomores, and juniors may submit an original writing sample from their time at St. Thomas and the essays are judged by a panel of teachers from across the departments. One winner is chosen.

SPECIAL JUNIOR AWARDS

The University of Rochester and Rensselaer University sponsor award programs for junior students which recognize outstanding achievement in academic areas. These awards carry with them merit scholarship opportunities for the nominees who choose to attend these schools. Students are nominated by the teachers in the academic departments that coordinate with each award.

STUDENT SERVICES

Wellness Counselor

A Wellness counselor is on site to provide prevention, education, intervention, counseling and consultation services to address high-risk behaviors, such as but not limited to alcohol and binge drinking, drug and nicotine use, bullying, cyberbullying, and pornography use. The Wellness counselor also helps students develop social and emotional skills related to abstract reasoning, self and social awareness, impulse control, emotion regulation, anxiety related issues and any other situation that may support a need for counseling or assistance.

The Wellness counselor is a qualified credentialed counselor licensed by the state of Texas. 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 St. Thomas. The counselors are available before, during and after school for those seeking assistance with questions regarding their future plans, their course of studies, college counseling, and creation of an academic plan for extended absences. 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 and vocationally.

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 Enrichment Center

The LEC is open to students from 7:30 – 5:00. It is a place where students can do independent research, collaborate in study rooms, check out books, 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 an ehallpass from the LEC staff before their study hall. Students do not need to have passes to visit the LEC before or after school, during lunch, or during flex periods.

Bookstore

Student textbooks are ordered online through our [Virtual Bookstore hosted by BNC K-12](#) (Formerly called MBS Direct). Physical textbooks will be mailed to you, while digital products will be loaded onto your son's school-issued laptop. When visiting the Virtual Bookstore, please purchase all required materials, but do not attempt to load the digital products onto the student's laptop. Students will be given guidance and assistance in loading digital products onto their laptops when school begins. If you have questions, please send an email to bookstore@sths.org.

Students should write their names on all of their books, notebooks, binders, 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. 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 for underclassmen. Seniors only may use the Grove. **Students must remain in these 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.** Students may pay with debit card, credit card, or with a Sage Dining account. **Cash is not accepted at the checkout line.** Information on opening a Sage Dining account for students is available on at www.sths.org under the student life section. Funds can be deposited online or by check. Students may hand the cashier a check or cash which will be deposited in their account. Credit remaining on a student's account is rolled over to the next year, with the exception of senior year

and students who withdraw. 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.

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 the parent for payment to process before the 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.

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.

Students receiving financial aid or scholarships are required to maintain good attendance and conduct as well as sell at least one quota of Round Up raffle tickets to support the assistance program; the School provides multiple opportunities to help each student be successful in this commitment.

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 LIFE

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 for behaving in a manner reflecting the values of St. Thomas, especially if students are representing our school in any capacity.

Campus Ministry

MISSION STATEMENT

The Campus Ministry Team serves as the foundation for pastoral support for the St. Thomas community: all students, their families, faculty, and administration. In reverence and commitment to sacramental life, we offer compelling faith-formation programs, edifying retreats, and a commitment to service within the social justice context of the Church. As we strive to make Jesus Christ known to our students, they in turn discover the assurance of God's Grace, transforming into intentional disciples that are leaven of the Gospel, and ultimately, servant-leaders partaking in the heavenly banquet.

FAITH FORMATION

A man of St. Thomas is a faith-filled learner who lives in accordance with the standards of the Gospels. Campus Ministry discerns and meets the needs of our students, guiding them and encouraging encounters with our Lord Jesus Christ. Students of all persuasions will be challenged to grow spiritually.

RETREATS

Retreats are an essential part of the St. Thomas experience. Every freshman, sophomore, junior and

senior is required to partake in a **mandatory** overnight retreat provided by STH during the school year.

FRESHMAN RETREAT: CAMP AQUINAS

In support of the Basilian tradition to teach Goodness, Discipline, and Knowledge, and of our vision to form strong Catholic servants to the Church and the world, this program forges young men into servant-leaders; this is accomplished through a comprehensive leadership curriculum based both in authentic mentorship and the powerful experience of nature.

Camp Aquinas is a multi-day immersive outdoor retreat experience that takes place during the first week of school. It serves to initiate, or “onboard,” freshmen into the tradition and culture of St. Thomas High School, which will become known as “The Men of St. Thomas.” This program also offers consistent mentorship opportunities among faculty, freshmen and upperclassmen. Ultimately, our students experience faith as it is lived in a nurturing community.

SOPHOMORE RETREAT: TAKE UP YOUR CROSS

This retreat is an extended meditation on Matthew 16:24-26:

“If anyone would come after me, let him deny himself and take up his cross and follow me. For whoever would save his life will lose it, but whoever loses his life for my sake will find it. For what will it profit a man if he gains the whole world and forfeits his soul?”

Students will wrestle, like Job, with the reality of suffering, finding the answer not only in the grandeur of God’s creation, but also by delving into the mystery of Christ’s Passion. They will discover that only by dying to oneself can they then rise together with Jesus Christ. In their Houses, students will cement the bonds of brotherhood and unity, realizing that strength is in mutual dependence as they overcome obstacles together.

JUNIOR RETREAT: LIFE IN CHRIST

This retreat is about exploring the powerful bond between a father and his son. Juniors and their fathers will spend the weekend competing in different games and challenges, pray together, and spend time in the great outdoors away from technology and distractions. This is a mandatory retreat. There will be two options for students and their fathers to sign up for. If one’s father cannot attend either retreat, he will be paired with a faculty member or he may invite someone in his life who is a role model/father figure.

SENIOR RETREAT: THE GREAT COMMISSION

In this culminating retreat for the young men of St. Thomas, the focus is Jesus’ final command to His Apostles, to *“therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you”* (Matthew 28:19-20).

- Our students will reflect on their unique experience at St. Thomas, assessing where they have matured, and where they still have room to develop

- They will be challenged by alumni, faculty, and administration to take their faith seriously and embody the Gospel message in their daily lives
- They will be urged to listen intently for God's guiding voice, as they move forward in their journey to discover and embrace His tailored plan for their lives

VISION FOR SERVICE

"When we live out a spirituality of drawing nearer to others and seeking their welfare, our hearts are opened wide to the Lord's greatest and most beautiful gifts"
(Evangelii Gaudium, §72)

ST. THOMAS SERVICE OVERVIEW

In accordance with our Basilian foundation, St. Thomas seeks to glorify God through education and altruism. Our service program is designed to encourage a lifetime of kindness to others in need, with no expectation of reward.

- **Every student is responsible for finding and coordinating their service work.** We often share opportunities, but the onus of finding and arranging service belongs with our students as part of our preparatory vision.
- Service is defined as direct, hands-on activity that is unpaid, uncredited, and not a disciplinary consequence, nor requisite for a society or award (i.e. the *Eagle Scout* honor). Service is not simply donating money or valuable items; it must involve thought, intention, and physical action. It does not include work to help profitable entities. Students may not submit family socialization or household duties as service.
- Service completion and documentation must happen during the timeframe of June 1 through May 1. This is our Service Year.
- All students will have a MobileServe™ account to document their service work, and must take the initiative to understand the platform.

Our Required Service Metric

In the past, our metric involved completed hours; however, **we no longer place an emphasis on hours**. This is intentional and meant to draw emphasis on 1) diversifying service, and 2) recalibrating what it truly means to serve.

Each enrolled student is asked to perform six different *service experiences* per year of enrollment. An *experience* consists of an event or series of connected events meant to achieve a specific result to benefit our community and/or those who are marginalized. It must be organized and overseen by adults with a vested interest. *Experiences* will vary in duration, and this is intentional.

Three (3) *experiences* will be in Community, and three (3) will be to help the Poor and Vulnerable directly.

- **Category 1: Answering the Call to Community and Solidarity:** as Christians, we are responsible for uplifting and supporting others in our community and society.
Examples:
 - St. Thomas volunteering, i.e. Round Up carnival, Eagle Ambassadors & Shadow Guides, fundraisers (Auction, Style Show), Athletic events/endeavors, etc.;
 - Community beautification efforts;
 - Non-partisan election volunteering;
 - Church volunteer programs (VBS, Sunday School help, acolyte, band or choir, nursery, tech help, etc.);
 - Organized animal welfare program help;
 - Food provision (food banks, pantries, and distribution fairs);
 - Inclusion activities for those with learning or physical differences
 - Local festival volunteering

- **Category 2: Answering the call to the poor and vulnerable:** our moral standing can be easily defined by the charitable actions we provide to those in truly desperate or fragile conditions.
Examples:
 - Serving food to the needy (Loaves & Fishes, Meals on Wheels, etc.);
 - Personally visiting those in hospice care, senior health care facilities, and other communities that serve those who are being rehabilitated or are permanently disadvantaged;
 - Emergency disaster aid that requires direct contact with those who are impacted
 - Providing in-person supplies, resources or actions to help support those who are living below the U.S. poverty line, or are in immediate danger or urgent need.

Our school website features a section for Campus Ministry/Service, where a linked list of appropriate service programs and non-profit entities is provided. This is also available by request. When uncertain, we turn to the *Seven Themes of Catholic Social Teachings* to help determine eligibility of a service opportunity or organization.

Additional Clarifications

Documentation

All activities are to be documented in MobileServe™ in order to count toward the service program. Every enrollee will have their own school account, and will be given the information to access it at the onset of the year.

Graduation

Students must meet our Service program requirements to be eligible to walk the stage for graduation.

Service Opportunities from Our Parents

We often receive notice of service opportunities from our parent community. We will consider those that are at least four weeks into the future only. We regret that we cannot promise to adopt and promote each opportunity we receive.

Service Opportunities Outside of our Approved List

As stated previously, our list of approved service ideas and organizations is posted online and publicized often through our bulletins. If an opportunity is not pre-approved, please submit the brief recap of details by email to veronica.looper@sths.org. A response will follow shortly.

Dances

Dances are sponsored our Student Council with the approval of the Principal. All guidelines are reflective of our commitment to safety.

Lock-in Policy

- Lock-in refers to a period of time that our dance will no longer admit or release students to/from the dance.
- While our dances will differ with regard to start/end times, every lock-in starts 30 minutes after the dance begins, and ends 30 minutes before the dance concludes.

Behavioral Expectations

All attendees are expected to respect each other and our campus by adhering to the following guidelines.

Prohibited Items & Actions

- Possession or distribution of illegal substances including but not limited to alcohol, controlled substances, nicotine products, vaping or transmitting devices, paraphernalia, product or packaging related to substances is all prohibited.
Exceptions: medically necessary inhalers, insulin, anaphylaxis-inhibiting devices
- Consumption of alcohol or controlled substances prior to attending our dance, either by students, guests, or attending chaperones

Consequences for Students in Violation

- Immediate parental notification;
- Dismissal from the dance;
- Other consequences as determined by our Dean of Students, who will initiate a follow-up process for all violations.

Transportation Policy

- We do not permit party buses, limousines, or other forms of chartered transportation for any dance except Prom
- Any chartered vehicle at prom is subject to search by St. Thomas designated personnel

Dress Code

- This Dress Code applies to our students and their guests, for whom our students are responsible.
- Standards of our Dress Code have been refined in collaboration with fellow upper Catholic schools of the Archdiocese of Galveston-Houston
- Deviations of the Dress Code, at any point during our dances, may result in consequences that include, but are not limited to modification of attire, to denial of entry, or removal from dance
- The final decision of what is considered appropriate dress is at the sole discretion of the St. Thomas Staff

Formal Dance (Prom)

Men: Suit or tuxedo preferred. Sport coat, dress slacks, dress shirt, tie, dress shoes and socks required. No athletic shoes, denim, or hats.

Women: After 5 p.m. dress attire. Formal dress must be in good taste, modest and appropriate. No low cut, bare midriff, no slits on dress that reveal entire leg, or skin tight attire. Dress length may be 2 inches from the knee or lower.

Dress shoes are required. No athletic shoes, denim, or hats.

Semi-Formal Dance (Homecoming)

Men: Sport Coat, dress slacks, dress shirt, tie, dress shoes and socks required. No hats, denim, or athletic shoes.

Women: Attire must be in good taste, semi-formal in nature, modest and appropriate. No low cut, bare midriffs, no slits on dress that reveal entire leg, or skin tight attire. Dress or skirt length may be 2 inches from the knee or lower. Dress shoes are required. No athletic shoes, denim, or hats.

Casual Dance (Orientation)

Men: Dress should consist of blue jeans (non-distressed – no tears or fraying), or Khaki “Dockers style” shorts and an appropriate t-shirt or collared shirt (no inappropriate logos or verbiage), athletic shoes permitted

Women: Dress must be in good taste, modest and appropriate. Dress should consist of blue jeans (non-distressed – no tears or fraying), and an appropriate t-shirt or shirt (no inappropriate logos or verbiage). No low cut, bare midriffs, bare back, skin tight attire, tennis skirts, shorts or leggings allowed.

School Trips (Athletics, Field Trips, Band, Forensic, Mission Trips, 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.

Senior Class Privileges

There are no automatic senior class privileges. Each year, senior student council officers may submit a list of requested privileges to the Deans Office. The Deans Office vets and approves privileges; determines preconditions for privileges; and determines how and when they will commence. The Dean’s Office reserves the right to suspend or cancel any senior privilege due to misuse.

Student Council

The Student Council serves as the chosen voice of the student body at St. Thomas High School. Within the structure of our Constitution, they organize and execute decisions related to all student affairs and activities. Student Council members will be elected by our students, and ultimately enhance relationships among students, administration, and the community.

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 meet the following criteria for membership:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to 7 full credit hours (equivalent to two semesters) at St. Thomas High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.95. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- d. Candidates must have no discipline infractions and otherwise be in good standing with the Dean of Students Office in accordance with the St. Thomas High School student handbook.
- e. Students must be current with the required service hours.

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. The invitation to apply will be made in the early part of the fall semester of a student's junior or senior year. 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 may also serve as hosts for Academic events.

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 interests 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 2.0, 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.

Clubs

3D Printing Club

4H Club

A-Million-Thanks Club

Asian Culture Club

Athletes for Christ

Athletic Trainers

Be-a-Friend Project

Beach Volleyball Club

Black Student Union

Business Club

Chess Club

Choices Club

Computer Science Honor Society (Achievement-Based)

Drama Club

Dungeons and Dragons™ Club

E-Sports Club

Eagle Guard

Eagles for Life

Engineering Club

Environmental Club

Film Production Club

Fitness Club

Foosball Fan Club

Game of Thrones Club

JAVA

Latin Club

Model United Nations

National Honor Society

Philosophy Club

Ping Pong Club

Pre-Law Club

Pre-Med Club

Quiz Bowl

Robotics Club

Rocketry Club

Senior Leaders

Soccer Statistics Club

Speech & Debate Club

Sports Club

stALAS: sociedad de Latinos

STH Lego Club

STH Model Making Club

STH Trading Cards Club

Student Council

Student Media

Tabletop Gaming Club

Ultimate Frisbee

Round Up

Round Up is the unmatched student body-driven fundraising event that generates substantial dollars exclusively for St. Thomas tuition assistance through the sale of raffle tickets. This invaluable initiative dates back for nearly a century, supporting the St. Thomas Basilian tradition and mission of assuring a diverse student enrollment.

Students are responsible for selling a minimum of one quota of raffle tickets. Students are encouraged to sell more than the required quota. Many opportunities to meet the minimum requirement are provided for any student. If, however, 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 and shall not participate in any of the Round Up holidays. These are requirements for all students, including those receiving tuition assistance.

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 substances, except as legally prescribed for self-carry such as inhalers and insulin, before, after or during any athletic event is prohibited.

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 harass but are not limited to verbal abuse or signage derogatory 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 4-6A, while two 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 in a way that could be interpreted as harassment or disrespect. This applies before, during, or after school, on or off campus. 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 electronic, written, verbal or physical act that is reasonably perceived as degrading or insulting a person or group of persons on the basis of personal characteristics, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or handicap. The perceptions of the person or persons to whom these actions are directed, as opposed to the intentions of the person initiating these actions, will be important in the determination of whether harassment, intimidation, or bullying has taken place. The harm, or fear of harm, caused by harassment

could be any form of damage to another person or their property.

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.

Where possible and practical, the school may choose to address harassment incidents using a Restorative Discipline model. The purpose of this approach is to determine if the words or actions of a person or group of persons caused harm to another; to attempt to determine the level of harm done; and to identify actions that can repair the harm. This approach recognizes the oneness in brotherhood of the community, and attempts to restore that oneness if words or actions have caused unnecessary and hurtful divisions. Success in the use of this model requires the active and willing participation of both parties. The use of this model does not preclude the assignment of consequences as appropriate for the repair of harm done. Consequences may include any one, or a combination of, possible consequences in this handbook, including:

1. Meeting with Deans
2. Detention(s)
3. Saturday or other service detentions
4. Disciplinary probation contracts
5. Loss of extra-curricular privileges
6. Suspension
7. Expulsion
8. Notification of law enforcement when required by law

Any student, faculty or staff member suffering abuse in violation of the above policy at the hands of a student, a group of students, or any member of the faculty or staff is urged to bring the matter to the attention of the Dean of Students Office. 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 or other students, 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. *St. Thomas does not allow parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief.*

2. **Physical Examinations:** All new students and returning athletes are required to have a physical, dated after April 15 (Spring before the upcoming school year). The St. Thomas blank physical form should be used and maybe found on the St. Thomas website or the student's Magnus Health account).
3. **Prevention:** The school wants to prevent contagious illnesses from spreading. For the school year the following protocol is required:
 - a. Students may not be sent to school with a fever or if fever-reducing medication was used to reduce the fever, even if the temperature is reduced to normal
 - b. Students must be fever free, without any fever-reducing medication, for a minimum of 24 hours before the student can return to school
 - c. If students show symptoms of illness other than allergy symptoms they should not be sent to school but symptoms should be monitored at home or taken to the doctor for diagnosis
 - d. Parents must notify the Dean of Students Office the morning on **each** day the student is absent
 - ***Students must be officially cleared by the Dean of Students office upon returning to campus including but not limited to arrival to campus before classes begin, before returning to a classroom, athletic practices, extra-curricular activities, etc.***
4. **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 Dean of Students Office, 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.
5. **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 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 Child Protective Services. The head administration will be notified by school personnel filing the report.

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 legal guardians, even if they are 18 years of age.

Electronic Devices

The 2023-2024 St. Thomas High School Student-Parent Handbook includes a revision to the Personal Electronic Devices Policy. Students in possession of cell phones, smart watches, air pods, earplugs, and/or headphones must place them in their lockers before the start of each school day. In addition, students should not have their school-issued laptops open as they walk the hallways. The school is making these changes to promote more person-to-person interactions and to enhance the sense of community at St. Thomas. We expect this change to result in a greater degree of engagement in the high school experience, enhance communication, and protect students from electronic threats and nefarious electronic activity while on campus.

STH permits students to retrieve and use their cell phones and other devices from their lockers at the end of the academic day. The school is not responsible for lost/stolen or damaged devices.

Parents who need to communicate with their son during the school day may contact the front office at 713-864-6348.

Any violation of the above cell phone/electronics policy will lead to the confiscation of the electronic device by the Dean of Students Office. Any cell phone or item confiscated by the school is subject to search. Students may be required to unlock their cell phone. In addition, the following consequences will apply.

- First offense: confiscation of device by the Dean of Students Office. The student may pick up the device after dismissal in the Dean's Office. The student will receive a warning.
- Second offense: confiscation and a parent must retrieve the device from the Dean's Office after dismissal. The student will receive detention.
- Third offense: confiscation and a parent must retrieve the device from the Dean's Office after dismissal. The student will receive a Saturday detention. Any further offenses may result in a campus ban on bringing personal electronic devices and further consequences as determined by 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 or to wipe or remove information from the device under investigation 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.

The Dean of Students Office will review all incidents involving the inappropriate use of social media. Determination of inappropriateness is at the sole discretion of the Dean of Students Office. This covers social media posts done at or outside of school.

Facility Usage Policy

Students of St. Thomas High School are allowed access to and use of school property and facilities only while under the direct supervision of a current employee. Students, and any other individuals, using any St. Thomas facility not in accordance with the policy above will be approached by campus security, informed about the policy, asked to leave the premises, and given a formal warning to not violate the policy again in the future. Subsequent violations of the above policy by current students will result in disciplinary action from the Dean of Students Office. Subsequent violations of the above policy by all other individuals will result in action from the St. Thomas High School security officer including a trespassing violation, ticketing, and restrictions on future campus access.

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 the first period. If not, they should report to the Dean of Students office. Students are to be silent during announcements.

EBN Announcements

Any information for morning announcements for EBN must be submitted by 5:00 pm the night before.

Passes

During class periods any student moving through the hallways or across campus must have a signed yellow pass or a hall pass from his teacher. 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 or blockday E period must check in at the Dean's office before the first period final bell.

Students must have a yellow pass from the Dean of Students Office to go to their car during the school day. Failure to do so may result in disciplinary action.

Student Parking and On Campus Driving

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.

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**.

Students may never loiter in their cars or parking areas, including the parking garage.

Parking and driving on campus by students are privileges. To obtain and keep these privileges, students must adhere to the following regulations:

Driving on Campus

- Students are expected to drive safely and slowly on campus
- 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

Parking Permits

- Students who park on campus **are required** to have a current school year parking permit and parking tag displayed from their rearview mirrors at all times. Permit must be purchased and paperwork turned in to the Business Office by the end of the first week of school. Cost of parking permit is \$150 plus tax.
- Students who obtain a license and begin to drive to school during the school year **MUST** obtain a permit immediately **before** parking on campus.

Obtaining a parking permit and tag

- Parking permits may be purchased online and the required vehicle registration form is available at sths.org under Student Life
- After completing your purchase, complete vehicle registration form and take proof of purchase, completed form and required documentation (see form for requirements) to Business Office
- Parking tag will be issued at that time if everything is complete
- Parking tag must be immediately and properly displayed

Parking tag

- **The parking tag must be displayed at all times, no exceptions**
- The parking tag must hang from the rearview 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
- Parking tags may not be shared, as each tag is tied to a particular vehicle
- Only current school year parking tags are permitted

Parking Regulations and Student Parking Areas

- Students are **required to park only in the parking garage** and on their designated floors on school days
- Students may **never park in surface lots** on school days. This includes before and after school.
- Students may **not park on the ramps** between floors in the parking garage for safety reasons.

Designated parking floors assignments:

- Seniors only on 2nd and 3rd floors
- All other students park on 4th and 5th floors
- Students may never park on the 1st or 6th (roof) floors
- 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
- If a student permanently changes car make and model, he must immediately notify the Business Office

Violations and Consequences

- All fines must be paid to the Business Office and student must show proof to the Dean of Students Office by the deadline issued. Fines may be paid online at sths.org or in person at Business Office.
- Failure to pay the fine on time and show proof to the Dean's Office may result in disciplinary action and possible suspension of driving and/or parking privileges
- Fines for parking in a handicap space (even in the garage) will be doubled and will incur disciplinary action

1st Parking Violation – \$25 fine

2nd Parking Violation – \$25 fine and disciplinary action determined by the Dean of Students Office

3rd Parking Violation – \$50 fine and disciplinary action determined by the Dean of Students Office

4th Parking Violation – \$100 fine and loss of driving and parking privileges and possible disciplinary action

1st Driving Violation – fine and disciplinary action determined by seriousness of violation as decided by the Dean of Students Office

2nd Driving Violation – fine, disciplinary action and temporary suspension of on campus driving and parking privileges as decided by the Dean's Office

3rd Driving Violation – fine, disciplinary action as decided by the Dean's Office as well as loss of campus driving and parking privileges for remainder of school year

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 the entire fire drill. Students must have ID's visible at all times. When the alarm sounds, all must leave quickly and silently in a single-file line, taking nothing with them. The last person out of the room checks that all students have gone and shuts the door. Doors are to be shut, but remain unlocked. Posters by each room exit indicate the route to follow. Maintain silence to hear possible instructions and maintain single-file down the sides of the halls and stairways. Students should move quickly but safely to the stadium, line up in single file on their designated yard line, and remain silent on the field for attendance and possible further instructions. Students are not allowed to use cell phones, headphones, air pods or ear buds at any time.

Campus Policy for Leaving Campus

No student is to leave the campus during the school day without permission from the Dean of Students office. See Truancy section in handbook for further information.

Changing Classes at Lunch Time

On non-block schedules, 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. Students who need to go to the LEC, 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. Failure of a student to adhere to this policy and not be in their Study Hall or designated destination will be considered truant.

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 but not limited to injuries sustained during athletic events, practice, P.E. class, or moving around campus. 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 substances, weapons or property owned by others 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 and Lanyards

Picture ID cards will be made during the first week of school. For safety and security reasons, students are required at all times on school days to wear their school ID on a lanyard around their neck and visible outside all clothing. From arrival on campus until exiting campus, Student's ID must be on and visible unless a student is participating in PE or an after school sport. The school ID is also used to fob into school entrances. Students must provide ID cards in the cafeteria to purchase meals/food. Students may not use another student's ID to purchase food. If a student ID stops working, students should go to the main office. Replacements for lost cards can be obtained, for a replacement fee, through the Main Office. If a student arrives at school without his ID, the student is required to go immediately to the Dean of Students Office to sign in and obtain a temporary ID for the day. Students may be subject to disciplinary action at the discretion of the Dean of Students Office for failure to follow the procedure above.

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 Vice President for Advancement.

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 permission from the Dean's Office for the sale of any school sponsored goods on the STH campus or at STH sponsored events.

Campus Supervision

The main building is open from 6:30 a.m. until 6:00 p.m. After 3:15 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 and who must wait after 3:15 p.m. on campus must report to either the LEC for quiet study or the cafeteria and student center. The LEC is open until 5:30 p.m., cafeteria until 4:00 p.m. and the student center is open until 6:00 p.m.

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 or faxed back to Magnus Health, where it will be kept on file. Parents will be notified by the trip moderator at least one week in advance. 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 trip for academic, disciplinary or other reasons. Students representing St. Thomas High School are expected to dress, act appropriately, and adhere to all handbook policies on all field trips.

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 laptop 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. 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 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).
 - Students must back up data regularly, using Cloud space such as Google Apps, Dropbox, etc. Data and materials of any sort stored on a student laptop is the responsibility of the student.
 - Students must refrain from making any modifications to their laptop, aside from necessary downloads of files for educational purposes.
 - Students must report any physical damage to their laptop 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 as educational tools, refraining from using the laptops or St. Thomas network resources for personal or recreational computing when on campus.
 - Students must use social media and any online presence respectfully and references to St. Thomas should be made only for educational purposes. Additionally, 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.
 - Students must not download or store any inappropriate content to their laptop which can be defined as, but is not limited to, content of a sexually explicit or violent nature, defamatory or harassing in nature, or illegal activities of any type.
- **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 and the use of AI are prohibited.
- 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 websites or media that contain inappropriate material, which can be defined as, but is not limited to, content containing material of a sexually explicit or violent nature, defamatory or harassing in nature, 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.
- Laptop repair costs are \$100 including accidental breakage. Laptop replacement cost is \$1,435 for lost, stolen or breakage beyond repair. Power supplies are \$60. To replace a lost or damaged case is \$30. A stylus is \$45. Costs for the new laptops will be determined and published before school starts in August.

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, 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. 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 ensure 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.

Printing on campus will be supported with a credit account. All incoming students will be given a \$5 credit to start with. Printing is .10 for B/W and .25 for color. Funds can be added to the students' print account via web portal at print.sths.org. Funds are non-refundable but carry over year to year. Funds are transferable between family members when one graduates (upon request).

Audio/Video Recording

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 picture taking, video or audio recording devices anywhere on campus or off campus or at a St. Thomas event is prohibited, unless with permission and for educational purposes. This includes during class.

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, visual and/or auditory information which is sexually explicit, violent, defamatory, harassing, illegal 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 ensure 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 and social media. 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 website or social media platform not sanctioned by St. Thomas 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, except for educational use with explicit permission of faculty or staff.**
6. **The downloading and/or storing of MP files, movies or videos are not allowed without explicit permission of faculty or staff.** 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.
7. **Accessing websites 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, defamatory, harassing or illegal nature.

Except in very rare cases of legitimate research and explicitly approved by faculty or staff for such research, websites that advocate violence, racism or illegal activities of any type will also be considered inappropriate.

8. 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 or VPN will be considered an attempt to bypass the filtering system. This system was installed for the protection of our students.

9. Any "inappropriate material" received innocently should be reported immediately to the teacher in charge and the Dean of Students Office.

10. 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.

Websites and Social Media

Students who develop and maintain any type of social media account, website, or any other type of online presence must keep in mind they are a student of St. Thomas. Any personal account or site must not contain inappropriate material, which can be defined as, but is not limited to, material of a sexually explicit or violent nature, defamatory or harassing in nature, or illegal activities of any type.

Any online or social media behavior by a student must follow the same guidelines as above. Students may not use any form of the school's crest or any other image files of St. Thomas. These images are the sole property of St. Thomas.

Student Accountability

St. Thomas High School encourages all students to use the Internet and electronic devices for their 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 St. Thomas students misuse their laptop, social media accounts, internet or any other online presence they have, the school can and must hold the student responsible for its content.

The consequences of violation of any usage policies include the full range of standard disciplinary measures as determined by the Dean of Students Office and the possible imposition of monetary fines to compensate the school for the time and materials necessary to repair any physical damage to a laptop caused by the student.

ATTENDANCE POLICIES AND PROCEDURES

Class Attendance Policies

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 when the final bell rings for the first period and each subsequent 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 eight (8) 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 eight (8). The Dean's Office will notify families when students exceed five (5) absences for a semester. In addition, if a student is absent five (5) times or more during any quarter, the student may be asked to not participate in extracurricular activities for the remainder of that quarter. Students are allowed one (1) pre-approved college visit per semester that will not count toward the above-mentioned totals. A student who is absent for more than half a school day (four (4) periods or two (2) periods on block days) may not participate in any extracurricular activities later that day.

School sponsored or sanctioned activities are exempt from and do not count toward the total absences per quarter and per semester for the above stated purposes. One (1) pre-approved college visit per semester is also exempt from and does not count toward the total absences per quarter and per semester for the above stated purposes.

In the event of extenuating circumstances (documented extended illness or hospital confinement), consideration may be given to extending the above limits. A doctor's statement will be required for extended absences.

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 dismissal from St. Thomas.

Absence Notifications

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 may result in the absence being considered "unexcused" no matter what the reason.***

Pre-approved planned personal absences (see procedure under personal absence section)

Pre-approved college visits (see procedure under college visit section)

Excused Absences

The following are excused absences if proper notification and procedures are followed:

1. Illness of the student (a medical absence extending beyond two (2) school days may require a doctor's note.
2. Death in the immediate family.
3. Funerals of relatives and close friends.
4. 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.
5. Verified Court appearances or DPS appointment.
6. **Pre-approved planned personal absences**
 - 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, **the Dean of Students Office must approve any personal absences at least five (5) school days in advance 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, critical timing of requested absence (near midterms, end of quarter, near finals, etc.), etc.
 - Once approved by the Dean's Office, the student must contact his teachers immediately to plan in advance for missed work
7. **Pre-approved college visits**
 - For college visits, **a college visit form must be completed and turned into the Dean of**

Students Office for approval at least five school days in advance or the absence will be unexcused and subject to penalty. The STH form for college visits is located on the school website (under Dean of Students Office or Counseling) or in the Counseling office.

- The Dean of Students Office reserves the right not to approve a college visit due to but not limited to: excessive absences, dismissals or tardies of the student, academic standing, or critical timing of requested absence (near midterms, end of quarter, near finals, etc.), etc.
- Once approved by the Dean's Office, the student must contact his teachers immediately to plan in advance for missed work
- After returning from an approved college visit, the student must provide documentation by the college confirming the visit.

Make-up Work Policy for Excused Absences Listed Above

After an excused absence listed above, 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.

8. School related activities or events

- School related activities/events that required a school absence will be excused with permission from the Principal, Assistant Principal or the Dean of Students Office.
- Students may be denied the opportunity to participate in school related activities/events that require a school absence if a student has missed an excessive amount of school; is extremely behind in his work; is failing a class; or as a disciplinary consequence. Teachers and/or administrators may withdraw permission for the student to attend.

Make-up Work Policy for Excused School Related Activities or Events

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. Tests or quizzes missed must be made up the next day.

Unexcused Absences

For all unexcused absences (except before or after a holiday break – see section below), 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.

Absence policy before and after a holiday or break:

Students shall not be absent on the day or consecutive days before or after any major holiday. This includes, but is not limited to Labor Day, Thanksgiving, Christmas break, MLK Day, Spring Break, and Easter Break. All absences will be considered unexcused unless the family is able to produce a valid excuse from a certified physician for illness or a serious family situation as determined by the Dean of Students Office at least five school days in advance. Any tests, assignments, or other deliverables due

on these days will not be excused and students will receive a zero (0) for the assignments. Tests, assignments, and deliverables for these days may not be taken early or late.

One day may be missed before or after a holiday to accommodate a college visit or college-recruiting event. In accordance with our handbook, this absence will count as a pre-approved excused absence if the following protocol is completed and approved at least five (5) school days prior to the college visit or showcase. The STH College Visit form must be completed in both instances and presented to the Dean of Students Office at least five (5) school days in advance. Once approval is granted, students are required to contact their teachers immediately and make a plan for all work that will be missed (also no later than five (5) in advance). Upon their return, students must provide evidence of the college visit/event to the Dean's Office.

Semester Examination Absence Policy

1. Students are not excused from scheduled semester exam times except for mitigating circumstances such as a serious illness verified by a doctor's note or family emergency such as a death in the family.
2. After notifying the Dean of Students Office and documentation of illness or emergency is submitted, students will reschedule their final exams at a time set by the Assistant Principal.
3. Any other mitigating reason must be submitted to the Dean of Students Office at least one month in advance and approved by the principal. Otherwise, students who miss exams will receive a zero (0) for that exam.
4. For students who receive pre-approval for other mitigating reasons, the exam/s time will be at a pre-set time determined by the Assistant Principal and will cost \$100 per exam to cover the cost of the proctor.

Tardiness

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 issue a tardy pass for the student to be admitted to class.

Students who fail to check in through the Dean of Students Office (even if arriving between class periods, lunch or flex times) will be considered truant for classes missed and face the consequences of truancy.

- 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.
- Traffic congestion, trains, pre-scheduled road construction are not considered a legitimate excuse for an excused tardy. Only mitigating traffic issues such as but not limited to closed lanes due to a traffic accident may be considered for an excused tardy at the discretion of the Dean's Office.
- Students are allowed three unexcused tardies per semester before the student receives consequences, allowing a window of opportunity for adjustments to departure times, routes, taken, etc.
- Students who arrive late due to a late night extra-curricular event will be considered unexcused.

The only exception is if a school coach or moderator contacts the Dean's Office before the school day begins about unusual mitigating circumstances warranting the late arrival.

- After every three unexcused tardies (including morning and class period tardies) students will be required to meet with the Dean of Students to determine the corrective actions required. Subsequent unexcused tardies will result in further requirements such as parent conferences, detentions, and/or loss of extracurricular privileges.
- For parents to view total tardies to all class periods, parents may look in their STH portal on the progress page under Attendance Summary and click on view totals.

Early Dismissal

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

- Email or call the Dean of Students Office (the day before or the morning of 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.
- If a student is driving himself off-campus for an early dismissal, the parent must notify our office the day before or morning of before 7:45am giving permission.
- Except for an emergency, the Dean of Students Office may not be in a position to immediately retrieve a 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, a doctor's note must be provided to the Dean's Office before the next day.
- **No student may leave campus, even with a parent, without first checking out through the Dean of Students Office.**
- If a student is returning to campus later in the school day after a dismissal, the student must check back in at the Dean's Office before resuming campus activity (even if arriving between class periods, lunch or flex times).
- 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
- No student will be released during the school day to anyone other than a parent, guardian, or parent designee.
- Doctor's appointments and other non-school business should be carried out on days when there is an early dismissal, when possible.

Truancy

Truancy is defined as an absence from class (es), study hall, an assembly or designated approved student areas 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 or medical appointment, 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 proper or improper grooming and/or attire for school and school related activities.

Students out of dress code for any reason must report to the Dean of Students Office prior to the first period. If a student does not do so, disciplinary action may be taken. It is solely at the discretion of the Dean of Students Office to excuse out of dress code exceptions.

Students may at no time wear "unwholesome" images or branding that supports lifestyle choices that are inappropriate for teens. It is also inappropriate for students to display images, names, wording or messages that are political in nature or could otherwise be considered divisive. Final decisions on appropriateness are determined by the Dean of Students.

Shirts

All shirts must be neat, clean, have a fold over collar and be tucked into the pants, with no inappropriate designs, patterns or zippers as determined by the Dean's Office. Any branded STH shirts are allowed only if issued by school organizations or sold by the athletic booster club. Hawaiian shirts are allowed on approved dress down 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" style pants, tan denim "western" jeans or cargo pants of any kind. A belt is to be worn at all times. Drawstring or side-pocket type pants are not permitted. There may be no fraying, rips or holes on the pants.

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 must be commonly-considered dress shoes such as leather shoes, loafers, Sperry style, Hey Dudes, or boots. Shoes must be leather, suede, or canvass dress shoes; have a sole; and be fully enclosed (entire foot is covered). The predominant color must be black, dark blue, grey, brown, or tan. No house shoes/slippers, athletic shoes or shoes/boots with heavy terrain soles are allowed. Any shoes that are too casual, such as slides or crocs, or not worn properly (i.e. shoelaces must be tied) are not acceptable. Pairs of shoes must be matching. The final decision for appropriate or inappropriate footwear is solely determined by the Dean of Students Office.

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.***

Exemptions to Shoe Policy

- If a student has an injury and needs to wear athletic shoes for a short term, a parent must notify the Dean of Students Office for approval
- If a student has a medical reason for wearing athletic shoes for long term, a parent must provide a doctor’s note and notify the Dean of Students Office.

Outerwear

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

Hats

No hats, caps or head coverings may be worn on the school campus during the school day, **Hoodies may not be pulled up and worn over the head at any time during the school day, including in the classrooms.** 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. On the back of the head, hair should not extend past the TOP of dress collars. Hair on the side of the head should not extend below the bottom of the ear lobes. Hair in the front of the head should not extend BELOW the bottom of the eyebrows. Hair should not obscure a student’s face. Curly hairstyles that grow in outward directions from the scalp cannot exceed two inches in length on the sides and back, and three inches on the top. Hairstyles that result in lengths outside the above parameters are not allowed. Braids, dreadlocks, curls, twists, and waves

are acceptable as long as the above length limits are not exceeded. Hairstyles that exceed length limits in the front or sides may be restrained by gel or a loose binding on the nape of the neck as long as the length in the back is above the shirt collar. The Deans Office reserves the right to determine hairstyle appropriateness. For example, Mohawks and patterns, designs, or lines shaved into the hair are not allowed. Decorative jewelry or beads, hair clips, barrettes, or headbands may not be worn in the hair.

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. The Deans Office may require immediate shaving or allow for after-school shaving at home.

Other – the following are prohibited at school or school related events:

Body Piercing ornamentation or jewelry is prohibited, including but not limited to earrings.

Jewelry -Expensive jewelry should not be worn to school.

Make up is prohibited.

Nail Polish is prohibited.

Tattoos may not be exposed

Mass/Special Assembly Dress

Mass dress consists of tan khaki “Docker” 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 or STH red blazer with crest. Navy blue blazers or the STH red blazer with crest 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 (mid -thigh or longer) 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 school may ask the family to withdraw the student.

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.

Restorative Discipline and Meeting

Where possible and practical, the school may choose to address unacceptable behaviors using a Restorative Discipline model in meetings with students. The purpose of this approach is to determine if the words or actions of a person or group of persons caused harm to another, to themselves, or to St. Thomas High School. In addition, an attempt will be made to determine the level of harm done, and to identify actions that can repair the harm. The use of this model does not preclude the assignment of consequences as appropriate.

Detention

The penalty for ordinary rule infraction is detention before school. Daily detentions are scheduled at 7:10 a.m. Service detentions for major infractions or for excessive number of regular detentions will usually be served on Saturdays or after school.

Students will be notified of assigned detentions through their STH email account. All detentions are to be served on the day assigned by the Dean's Office. The only exceptions, which must be approved ahead of time by the Dean's Office 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 may 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.

Probationary Contract

Students placed on probation must sign a contract with both parent and student signatures and adhere to the 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.

Loss of Extra-curricular Privileges

Participation in extra-curricular activities is a privilege granted to students in good standing. This applies to both academics and discipline. Loss of extra-curricular privileges can be a consequence of inappropriate conduct contrary to the mission, vision, and values of St. Thomas High School.

Suspension

St. Thomas High School issues suspensions only when the student's presence on campus creates serious issues for the student, other students, or the faculty and staff of St. Thomas High School.

Expulsion

The Deans Office, in consultation with the principal, will apply this consequence only when an incident, or series of incidents, dictate the removal of the student for the benefit of the St. Thomas community and the young man involved, and where other options have been exhausted or are not possible.

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 that protect mutual freedoms. The following are unacceptable behaviors:

1. Harassment of any kind including but not limited to, violent, defamatory, harassing, demeaning, sexual, threats, and including direct or indirect violent or terrorist threats against persons or property, or knowledge thereof. This includes harassment done but not limited to in person, social media, and electronic transmission, spoken or written, through third parties, on or off campus at any time. See Harassment Policy.
2. Sexual harassment or sexual misconduct
3. Possession of sexually explicit material of any kind.
4. Deliberately setting off a fire alarm
5. Unsportsmanlike or inappropriate conduct, by St. Thomas student, 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 e-Cigs, vaping devices, and paraphernalia is not permitted on campus at any time or off campus event.
7. Unauthorized or misuse of electronic devices or internet/social media as per the handbook
8. Destruction, vandalism, or breaking and entering of school, neighborhood, or another person's property. Restitution may be required
9. Leaving campus without permission or failure to check with the Dean of Students Office after the first period of the day begins.
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. The determination that cheating has taken place is left solely to the discretion of the

- teacher and the Dean of Students Office. No academic honors will be awarded to those who cheat.
12. Study aides, AI, or any outside material including but not limited to internet sourced materials are not to be used without explicit permission from the teacher.
 13. Food and drinks are not allowed in the buildings with the exceptions of a cafeteria and student center without the explicit permission from the Dean of Students Office.
 14. Open defiance of school authority or disrespect to/of any faculty, staff, and chaperone or administration member in word (spoken, written or electronic) or action.
 15. Stealing, including possession of stolen articles and aiding or abetting any theft.
 16. Truancy from school or skipping one or more classes.
 17. Disruption of the learning environment by participating or engaging in any activity that interferes with normal instructional activity. Determination of what is a disruptive activity is at the sole discretion of the teacher.
 18. Assault or fighting, or possession of items judged by the administration to be weapons or reasonable facsimile thereof on or off campus.
 19. Any inappropriate language, spoken, written, or electronic form, which is 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.

Any action or behavior, on or off-campus, during or outside of school hours, that is inconsistent with the mission and values of St. Thomas High School is unacceptable.

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

Where possible and practical, the school may choose to address unacceptable behaviors using a Restorative Discipline model. The purpose of this approach is to determine if the words or actions of a person or group of persons caused harm to another, to themselves, or to St. Thomas High School. In addition, an attempt will be made to determine the level of harm done, and to identify actions that can repair the harm. The use of this model does not preclude the assignment of consequences as appropriate.

Note: Law enforcement may be involved for any criminal activity on or off campus. The determination of the severity of the consequences will be at the sole determination of the Dean of Students Office.

Possible Consequences

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

1. Meeting with Deans
2. Detention(s)
3. Saturday or other service detentions
4. Disciplinary probation contracts
5. Loss of extra-curricular privileges

6. Suspension
7. Expulsion

Outside Evaluation and Treatment

St. Thomas High School reserves the right to require outside psych-social assessments in certain circumstances. In some cases, students may not continue at St. Thomas until school personnel have received and evaluated those assessments. In cases such as these, St. Thomas High School will provide a list of approved mental health professionals to perform the assessment, and require the sharing of evaluation results with designated St. Thomas personnel. If the school allows the student to resume classes on campus, continuing therapy and support may also be required, with both St. Thomas personnel and outside mental health professionals.

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.

Academic Honesty Policies

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 the determination of instances of academic dishonesty and resulting academic and/or disciplinary action are at the sole discretion of the teacher and the Dean of Students Office.

1. Using unauthorized notes, texts, study aids, calculators, "cheat sheets" or electronic based information, as identified as unauthorized by the teacher; giving or receiving information or observing the work of another student during classroom assignment, quiz, test, or exam
2. The use of a cell phone for any reason or having a phone, smartwatch, camera pen or other electronic device on one's person during a test or examination
3. Violations of a teacher's classroom testing policy or collaborative work
4. 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
5. Altering a graded work assignment or altering a graded work after it has been returned and then submitting it for re-grading
6. Allowing another person to do one's work and then submitting it under one's own name
7. Submitting identical or similar papers in two different classes for credit
8. Telling someone who has not yet taken a test or quiz what is on the test or quiz
9. Asking someone who has already taken a test or quiz what is on the test or quiz
10. In a foreign language, using a "translation engine", either purchased software or a translation website or using an English translation of a work
11. Acquiring answers for any work of examination from any unauthorized source, as identified as unauthorized by the teacher
12. Copying homework or class work or allowing a student to copy your homework or class work, regardless of either party's intention. Sharing or showing your work to another student who has had or has the same assignment

13. Agreeing with any person to commit any act of scholastic dishonesty
14. Submitting material that is not entirely one's own work without attributing those same portions to their correct source
15. Using the ideas of another without crediting the source of paraphrasing sentences or phrases written by another without crediting the source
16. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from any source including the internet
17. Using the internet as a source of material for essays, reports, or projects and not crediting the website
18. Falsifying or inventing any information, data or citations
19. Stealing, reproducing, circulating or gaining access to examination materials, either classroom exams or finals
20. Stealing, retaining, possessing, using or circulating previously given examination materials, either classroom exams or final exams, without specific authorization of the teacher
21. Failure to complete an assignment individually. Students should assume that all assignments are to be completed individually unless their teacher explicitly authorizes otherwise
22. Using Cliff's Notes or similar published study guides or guides available on the Internet and not reading a literary work
23. Skipping a class to avoid any academic activity
24. Signing another's name to a document, including but not limited to a Progress Report
25. Providing false information or failing to cooperate in any inquiry regarding academic dishonesty
26. Copying or altering computer files that are not one's property is stealing or vandalism
27. 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 and is considered a conduct violation because it is behavior inconsistent with the mission and values of St. Thomas High School.

CONTROLLED AND ILLEGAL SUBSTANCES POLICY

The purpose of this policy 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 controlled and illegal substances
- Encourage students who use controlled and illegal substances to participate in appropriate treatment programs

Consent to this policy:

- 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 controlled and illegal substances apply:

1. No student may provide, by sale or otherwise, any substance which is actually or he represents to be but not limited to 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. Students may also not provide other students with over the counter medications and may be subject to disciplinary consequences if they do so. Providing controlled or illegal substances for others is grounds for immediate expulsion from St. Thomas.
2. No student may possess or use any controlled or illegal substance which the student has reason to believe is, or which has been represented to him as but not limited to a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, nicotine product or intoxicant of any kind.
3. Students found with any vaping or transmitting device, paraphernalia, product or packaging related to controlled or illegal substances will face disciplinary consequences and are subject to testing.
4. Violation of numbers 1 or 2 may result in expulsion.
5. During dances random alcohol testing will be conducted.
6. Alcohol testing can be done at any time during school or any STH activity if the student appears to be under the influence or is found with alcohol or packaging.
7. At any STH activity on or off campus, if a student is suspected to be under the influence, found with an illegal or controlled substance, paraphernalia or packaging, parents will be immediately notified. Student will be subject to testing and possible disciplinary action as determined by the Dean of Students Office. If student tests positive, he will also be subject to the treatment plan protocol listed under positive tests.

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

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 but not limited to:

- 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
- reliable information of behaviors or activities after a thorough vetting of the source by the Dean of Students Office

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 or parent of a student selected 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 of 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, reasonable cause/reasonable suspicion testing, or follow up 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 controlled substances 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, barbiturates, or nicotine. Those students who are legally taking medicines prescribed by their physicians will not face consequences beyond parental notification.

Students may be chosen at random, for reasonable cause or follow up for drug testing. If the result of a

drug test is positive, the following protocol will apply:

Consequences for Positive Drug Test Results

First Positive for drugs:

1. The Dean's Office will contact the parents.
2. If not already performed, a nicotine test will be administered.
3. The student is required to undergo a professional assessment and treatment plan with Luna Recovery or the Council on Recovery.
4. Once parents have received notification of a positive test from St. Thomas, the parents have two weeks to contact one of these choices to set up an assessment appointment.
5. Parent and student must sign a St. Thomas Acknowledgment Form of Requirements for a Positive Test.
6. Parents must sign a release of information with the chosen program allowing St. Thomas and the school's Wellness Counselor, to be kept fully informed of the assessment, requirements and progress of the student in the prescribed treatment program.
7. Students and parents will participate in and complete all recommended services as determined by the chosen program. It is understood and agreed by the student and parents that the student's and parents' full cooperation is required.
8. Verification of completion of all recommended services by the chosen program, within the specified time period, must be provided to St. Thomas.
9. The student will also be required to meet with the school's Wellness Counselor for a minimum of one session and subsequent sessions as determined by the Wellness Counselor.
10. The student is subject to periodic testing for drugs and nicotine after completion of the program.
11. Failure to complete all requirements may result in dismissal from St. Thomas.
12. The student may be suspended from extra-curricular activities. Length of suspension will be determined by the Dean of Students Office.

Second Positive for drugs: The Dean's Office will contact the parents. Student may be dismissed from St. Thomas High School. The final outcome rests with the Dean of Students.

Nicotine Testing and Consequences

Students may be chosen at random, for reasonable cause or follow up for nicotine testing. If the result of a nicotine test is positive, the following protocol will apply.

First Positive for Nicotine:

1. The Dean's Office will contact the parents.
2. If not already performed, a drug test will be administered.
3. The student is required to participate in the high-risk behavior classes at St. Thomas.
4. Parent and student must sign a St. Thomas Acknowledgment Form of Requirements for a Positive Test.
5. The student is required to attend and complete all three classes.
6. The student will also be required to meet with the school's Wellness Counselor, for a minimum of one session and subsequent sessions as determined by the Wellness Counselor.
7. The student is subject to periodic testing for drugs and nicotine.

8. Failure to complete all requirements may result in dismissal from St. Thomas.

Second Positive for Nicotine:

1. The Dean's Office will contact the parents.
2. If not already performed, a drug test will be administered.
3. The student is required to undergo a professional assessment and treatment plan with Luna Recovery or the Council on Recovery.
4. Once parents have received notification of a positive test from St. Thomas, the parents have two weeks to contact one of these choices to set up an assessment appointment.
5. Parent and student must sign a St. Thomas Acknowledgment Form of Requirements for a Positive Test.
6. Parents must sign a release of information with the chosen program allowing St. Thomas and the school's Wellness Counselor, to be kept fully informed of the assessment, requirements and progress of the student in the prescribed treatment program.
7. Students and parents will participate in and complete all recommended services as determined by the chosen program. It is understood and agreed by the student and parents that the student's and parents' full cooperation is required.
8. Verification of completion of all recommended services by the chosen program, within the specified time period, must be provided to St. Thomas.
9. The student will also be required to meet with the school's Wellness Counselor for a minimum of one session and subsequent sessions as determined by the Wellness Counselor.
10. The student is subject to periodic testing for drugs and nicotine after completion of the program.
11. Failure to complete all requirements may result in dismissal from St. Thomas.
12. The student may be suspended from extra-curricular activities. Length of suspension will be determined by the Dean of Students Office.

Third Positive for Nicotine:

Parents of the student may be asked to withdraw the student. If the family is asked to withdraw the student and a 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. If a student is withdrawn, reapplication at a later date may be considered.

Non-Punitive Nature of Policy

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

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, may be deemed to have tested positive and 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 alumni relations, communications and fund-raising for operations, capital improvements, endowments and scholarships. The office coordinates the activities for the Mothers' Club, the Alumni Association, and publishes the school's website, parent and community newsletters, and the *Eagles Nest*, 3x a year community magazine.

St. Thomas High School Foundation

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

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 over 20 minutes, LAP tests, and semester exams
4. Learning Ally use for audio books
5. Computer use for essay portions of tests

Freshmen students will automatically have extended time arranged for them by their teachers and the LEC staff. If students wish to opt out of automatic extended time for a certain subject, their parents may make this request through the Director of the LEC. Students will still be able to request extended time for any test and must adhere to the policy as it applies to upperclassmen. Freshmen students must request to use their computer for essay accommodation with their teacher at least two school days before a quiz or test.

Upperclassmen students are responsible for requesting the use of their extended time accommodation and computer use for essays from their teachers at least two school days before a quiz or test. Additionally, the students must complete the extended time portion of the test within the same lesson cycle as the scheduled

test.

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 or school district letter head
- ARD paper work including testing information, diagnosis(es), and testing data

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 academic concerns.
- 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. If the provider requests that your son's teachers fill out any surveys or evaluation forms, those documents should be sent to the LEC Director, not the specific teachers.
- 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

Parents and student will then be notified of the committee decision. LEC staff will meet with the family to review the accommodation plan and will notify teachers and support them in the implementation of accommodations.

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

- cognitive ability testing
- academic achievement testing
- 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

The information in these evaluations needs to be in the form of a report from an appropriate testing professional such as a psychologist or neurologist. The report should include:

- test results
- a specific diagnosis
- recommendations for accommodations

Dependent on the diagnosis, other documentation may be acceptable, such as a detailed doctor's note on official office letterhead that includes the following information:

- a specific diagnosis
- a summary of assessment procedures and evaluation instruments used to make the diagnosis
- a description of how the diagnosis impacts the student's daily functioning
- a recommendation of accommodations that includes an explanation of how and why the accommodations will support him

- any test results that the physician can provide concerning his evaluation of the diagnosis and current ability

Note that these requirements are in keeping with those outlined by the College Board and the ACT. Ensuring that the LEC has the appropriate documentation will allow the department to pursue and receive accommodations through these entities. Contact the Director of the LEC to determine which type of documentation is acceptable for your son. Please note that students must be on an official St. Thomas High School accommodation plan for four months before this department is able to request accommodations through College Board or ACT.

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

Note that documentation for accommodation plan requests will **not be processed within the months of December or May.

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.
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 furnishing alcohol to his/her own child under 21, if that parent is not visibly present, is against the law in the state of Texas.
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.
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.
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.
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.

For the school calendar go to www.sths.org

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