

# **Saint Thomas Aquinas High School**

11411 Pflumm Rd.

Overland Park, KS 66215

(Established 1988)

## **Administrative Team**

President: Brian Schenck

Principal: Craig Moss

Assistant Principal: Kara DiCarlo

Assistant Principal: Dr. Lori Greeson

Chaplain: Father Colm Larkin

Director of Student Life: Ken Fox

## **Student Council Executive Council**

President: Thomas Kenefake

Officer: Hank Gassel

Officer: Greta Kelley

Officer: Sam Novacek

### **Senior Class Council**

President: Joseph Befort

Officer: George Micek

Officer: Rosie Oades

Officer: Ian Orrick

Officer: Kylie Williams

Officer: Isaac Winkler

### **Junior Class Council**

President: Alana Gitobu

Officer: Will Felski

Officer: Maura Maher

Officer: Brady Mallot

Officer: Noah Morgan

Officer: Chase Oddo

### **Sophomore Class Council**

President: Grady Richlin

Officer: Kate Carrigan

Officer: Angelina DiCola

Officer: Clark Kelley

Officer: Carley Loewen

Officer: Elijah Waitiki

## **Direct Line Phone Numbers**

Main Number (913) – 345 – 1411

Attendance Office (913) – 319 – 2415

Campus Ministry (913) – 319 – 2458

Academic Office (913) – 319 – 2456

Student Life Office (913) – 319 – 2416

Business Office (913) – 319 – 2401

Communications (913) – 319 – 2426

Advancement Office (913) – 319 – 2425

Director of Facilities (913) – 319 – 2469

Nurse's Office (913) – 319 – 2442

President's Office (913) – 319 – 2425

Principal's Office (913) – 319 – 2421

Main School Fax (913) – 345 – 2319

Student Life Fax (913) – 319 – 2417

## **Mission**

Saint Thomas Aquinas High School is a Catholic educational community that inspires students to become Saints.

## **Core Values**



## **St. Thomas Aquinas (1224-1274)**

St. Thomas Aquinas has been called the most saintly of the learned and the most learned of the saints. One of thirty-three Doctors of the Church, he is considered by many to be the Roman Catholic Church's greatest theologian. Consequently, many Catholic educational institutions around the world are named for him. The Church canonized him on July 18, 1323 during the papacy of Pope John XXII. The youngest son born to an aristocratic family in the Naples region of Italy, St. Thomas Aquinas joined the Order of St. Dominic over the protests of his family while studying philosophy and theology in Naples. He later pursued additional studies in Cologne and Paris, which shaped his Aristotelian thought processes so evident throughout his writings. His best-known work, the unfinished *Summa Theologica*, represents the most complete statement of his philosophical system. It includes his views on the nature of God, including the five ways to prove God's existence. It is still considered as a basis for much of contemporary Roman Catholic Doctrine. St. Thomas Aquinas was known for his compassion and kindness, his availability to the

sick and to those most in need. Generally, St. Thomas Aquinas is represented in paintings and other art wearing his Dominican robe and carrying a book, symbolizing his love for learning. His crest is an ox, for which he is nicknamed, the sun, which appears on his chest, and the chalice, which represents his writings on the Eucharist.

## **School Handbook Purpose**

All Saint Thomas Aquinas students are expected to observe the regulations of the school as well as to use common sense and concern for others. Certain rules are necessary for any community to function well. Rules are minimum guidelines, and it is presumed that students will exhibit an even greater concern for themselves and others than these might suggest. The rules and discipline system of Saint Thomas Aquinas have been developed to promote self-discipline and Catholic values, encourage positive behavior, provide an orderly and appropriate learning environment for all students, and give the student an understanding of personal responsibility and consequences for one's behavior.

## **Non-Discrimination**

Saint Thomas Aquinas High School welcomes students of every race, religion, sex, age, national origin, and/or disability and admits them to all rights, privileges, programs and activities generally made available to students.

## **Harassment**

Harassment of any student and/or employee (sexual or otherwise) by any other student and/or employee will not be tolerated. Saint Thomas Aquinas High School condemns any such harassment. Harassment is defined as a pattern of comments and/or conduct which is intimidating, hostile, or offensive to any person because of race, religion, sex, age, national origin, and/or disability. Students who believe themselves to be victims of harassment are encouraged to report the facts to a teacher, counselor, or principal in order that the school might investigate and take corrective action where appropriate.

## **Right To Amend**

For all provisions of the School Handbook, the administration of Saint Thomas Aquinas High School reserves the right to amend any and all provisions as well as the right to make exceptions at

any time if it is deemed in the best interests of the students, staff and Catholic environment of Saint Thomas Aquinas High School. Should any modifications be made, the students and parents will be notified as soon as reasonably possible.

### **Operational Status Modifications**

The operation of our school is subject to lawful orders of the Federal, State and local governments and agencies, and changes to the operational status of the school could occur. These changes could include modified schedules, limitation on building occupancy levels and complete closure.

Depending on the conditions and timing of any necessary modifications, in-person classroom time may be reduced or eliminated completely, and replaced or augmented with a variety of options for virtual learning.

# Table Of Contents

|                                       |    |                                              |    |
|---------------------------------------|----|----------------------------------------------|----|
| <b>Campus Ministry</b> .....          | 6  | <b>Student Life</b> .....                    | 27 |
| Mass Attendance.....                  | 7  | Clubs and Organizations.....                 | 28 |
| Virtues.....                          | 7  | Extra-Curricular Activities.....             | 28 |
| Community Service Program.....        | 8  | KSHSAA Eligibility.....                      | 28 |
| Retreat Program.....                  | 10 | Transfer Students.....                       | 29 |
| <b>Attendance</b> .....               | 12 | Academic Eligibility.....                    | 29 |
| Attendance Policy.....                | 13 | Athletic Training.....                       | 30 |
| Reporting an Absence.....             | 13 | Insurance.....                               | 31 |
| Excused vs Unexcused Absences.....    | 13 | Dances.....                                  | 31 |
| College Visit Days.....               | 14 | Uniform and Equipment Return.....            | 32 |
| Arriving/Leaving Campus.....          | 14 | <b>Code of Conduct</b> .....                 | 33 |
| Denial of Course Credit.....          | 15 | General Guidelines.....                      | 33 |
| Extracurricular Activities.....       | 16 | Approach to Discipline.....                  | 34 |
| <b>Academics</b> .....                | 17 | Drug/Alcohol Policy.....                     | 36 |
| Graduation Requirements.....          | 18 | Student Crime.....                           | 40 |
| Special Services.....                 | 18 | Bullying.....                                | 40 |
| Honesty in Academic Work.....         | 19 | Hazing.....                                  | 41 |
| Grading.....                          | 19 | Cell Phones.....                             | 41 |
| Academic Records – Parent Access..... | 20 | Headphones/Earbuds.....                      | 41 |
| Transcripts.....                      | 20 | Lunch.....                                   | 42 |
| Honor Roll.....                       | 20 | Parking Permits.....                         | 42 |
| National Honor Society.....           | 21 | Lockers.....                                 | 44 |
| Magna Cum Laude Scholars.....         | 22 | Guidelines for Detention.....                | 44 |
| Summa Cum Laude Scholars.....         | 22 | Guidelines for Saturday Detention.....       | 45 |
| Pax Christi Award.....                | 22 | Appeal Process.....                          | 45 |
| Waiver Policy.....                    | 22 | Dress Code.....                              | 46 |
| Academic Probation.....               | 23 | Technology.....                              | 49 |
| Credit Recovery Contracts.....        | 23 | <b>Health &amp; Safety</b> .....             | 53 |
| Graduation Ceremony Criteria.....     | 24 | Emergency Medical Forms.....                 | 53 |
| Schedule Changes.....                 | 24 | Early School Dismissal Due to Illness.....   | 53 |
| Withdrawal.....                       | 24 | Prescription Medications at School.....      | 53 |
| Dual Enrollment.....                  | 25 | Usage of “Over-the-Counter” Medications..... | 54 |
| Student Aides.....                    | 25 | Building Access.....                         | 54 |
| Peer Tutors.....                      | 25 | <b>Calendar of Events</b> .....              | 55 |
| STA Period.....                       | 25 |                                              |    |

## **Campus Ministry**

### **Important Dates**

|                                             |                         |
|---------------------------------------------|-------------------------|
| Kairos.....                                 | July 22 – 25            |
| Kairos.....                                 | August 5 – 8            |
| The Assumption of Mary, Solemnity Mass..... | August 15               |
| Eucharistic Adoration.....                  | September 12            |
| Sophomore Retreat.....                      | September 17, 18, or 30 |
| Homecoming Mass.....                        | September 27            |
| Kairos.....                                 | October 8 – 11          |
| Grandparents Day Mass.....                  | October 14              |
| All Saints Day Mass.....                    | November 1              |
| Kairos.....                                 | November 19 – 22        |
| Reconciliation.....                         | December 3 or 5         |
| Immaculate Conception Mass.....             | December 9              |
| March for Life (Washington DC).....         | January 22 – 25         |
| Catholic Schools Week.....                  | January 26 – February 1 |
| Feast Day of St. Thomas Aquinas Mass.....   | January 28              |
| Kairos.....                                 | February 10 – 13        |
| Community Service Mass.....                 | February 19             |
| Ash Wednesday Mass.....                     | March 5                 |
| Reconciliation.....                         | April 1 or 3            |
| Freshmen Retreat.....                       | April 4                 |
| Junior Retreat.....                         | April 15 – 16           |
| Rosemary Maher Saints Walk For Life.....    | April 27                |
| Easter Mass.....                            | April 29                |
| Senior Mass.....                            | May 9                   |
| Baccalaureate Mass.....                     | May 13                  |

## **Table of Contents**

- Mass Attendance – 7
- Virtues – 7
- Community Service Program – 8
- Retreat Program – 10

## **Mass Attendance**

- As members of the Saint Thomas Aquinas community, we are blessed to have the opportunity to celebrate our Catholic faith during the school day. This is a privilege and a blessing. Therefore, it is expected that all students attend mass.
- Please make note of the all school mass dates which occur from 9:45 AM – 11:15 AM
  - The Assumption of Mary, Solemnity Mass – August 15
  - Homecoming Mass – September 27
  - Grandparents' Day Mass – October 14
  - All Saints' Day Mass – November 1
  - Immaculate Conception Mass – December 9
  - Feast Day of Saint Thomas Aquinas Mass – January 28
  - Community Service Mass – February 19
  - Ash Wednesday Mass – March 5
  - Easter Mass – April 29
  - Senior Mass – May 9
- Catholic doctrine does not allow for the reception of Holy Communion by non-Catholics and we recognize that we have students of other faiths in our community.
  - During Communion, students of other faiths are invited and encouraged to approach the priest or Eucharistic minister for a blessing by simply crossing their arms over their chests.
- Parents, family and friends of Saint Thomas Aquinas High School are welcome to join us at all religious events.
- Daily Mass is also available at 7:20 AM every school day in the Chapel of the Immaculate Conception.

## **Virtues**

- We are called to be saints. Saints are persons in heaven (officially canonized or not), who lived heroically virtuous lives. Virtue is a path to happiness. Virtue is a habit to choose the good.

- The Cardinal Virtues are:
  - Justice, Prudence, Temperance, and Fortitude
- The Theological Virtues are:
  - Faith, Hope, and Charity
- Here are the Virtues we will focus on school-wide each month:
  - August – What is Virtue?
  - September – Justice – Courtesy
  - October – Prudence – Good Counsel
  - November – Temperance – Honesty
  - December – Faith
  - January – Justice – Affability
  - February – Fortitude – Industriousness
  - March – Prudence – Good Judgment
  - April – Justice – Generosity
  - May – Temperance – Humility

## **Community Service Program**

- Requirements
  - All students at Saint Thomas Aquinas are required to participate in the Community Service Program. Students must volunteer the required number of hours for their academic year. Service requirement for each class (WM = Works of Mercy).
    - Freshmen: 16 hours total for the academic year; 8 hours must be WM hours.
    - Sophomores: 16 hours total for the academic year; 8 hours must be WM hours.
    - Juniors: 24 hours total for the academic year; 12 hours must be WM hours.
    - Seniors: 24 hours total for the academic year; 12 hours must be WM hours.
  - Note: Transfer students' hours will be adjusted based on the yearly requirements for each class as they enter Saint Thomas Aquinas.
- What are “Works of Mercy” Hours
  - The *Works of Mercy* (Corporal and Spiritual) are taught by our Lord Jesus Christ. The spiritual and corporal works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily needs.
  - Instructing, advising, consoling, and comforting are *Spiritual Works of Mercy*, as are forgiving and bearing wrongs patiently. The *Corporal Works of Mercy* consist

especially in feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick and imprisoned, and burying the dead. These works are right and just; they are pleasing to God. Most community service organizations serve the Corporal needs of the community. Spiritual Works can be completed at your home parish or Church.

- Corporal Works of Mercy
  - To feed the hungry
  - To give drink to the thirsty
  - To clothe the naked
  - To shelter the homeless
  - To visit the sick
  - To visit the imprisoned
  - To bury the dead
- Spiritual Works of Mercy
  - Counsel the doubtful
  - Instruct the ignorant
  - Admonish sinners
  - Comfort the afflicted
  - Forgive offenses
  - Bear wrongs patiently
  - Pray for the living and the dead
- What are “Other” Hours:
  - Students can complete all of their hours as Works of Mercy, but are allowed “Other” hours. These hours would be other volunteer organizations that do not fall into the above categories (ie, volunteering at youth camps, volunteering with Extravaganza, etc.)
- Due Dates:
  - Students will receive a grade for completion of their service hours each semester in their Theology class. The service hour completion will make up 10% of the student’s semester grade. Hours must be submitted to x2VOL by the deadline to earn their points.
    - First semester deadline is December 1
    - Second semester deadline is May 1
  - Students who do not enter their hours by the deadline will earn a zero for the grade

| Class     | Semester 1<br>Due Date | Number of<br>Hours Due | Semester 2<br>Due Date | Number of<br>Hours Due | Year Total |
|-----------|------------------------|------------------------|------------------------|------------------------|------------|
| Freshman  | December 1             | 8                      | May 1                  | 8                      | 16 (8 WM)  |
| Sophomore | December 1             | 8                      | May 1                  | 8                      | 16 (8 WM)  |
| Junior    | December 1             | 12                     | May 1                  | 12                     | 24 (12 WM) |
| Senior    | December 1             | 12                     | May 1                  | 12                     | 24 (12 WM) |

- Other Basic Requirements
  - Students may serve with several different agencies to complete the required hours
  - The service may not be given to a relative; this is considered a family responsibility
  - A parent may not be the supervisor of service. The supervisor should be at the organization
  - Students are expected to serve outside of school hours, after the dismissal of the school day
  - Exceptions to the “outside of school” service policy are the Washington DC March for Life, Junior Serve Day, and the Topeka March for Life
  - The student may not receive payment for services. It must be done on a volunteer basis
  - Information and service opportunities are available on the STA website and the x2VOL Dashboard
  - Service hours will not be given for managing an athletic team
- Presidential Service Award
  - All students completing 50 hours of service during their Freshman year will qualify for the *Presidential Service Award*. Sophomores, Juniors, and Seniors need to complete 100 hours of service to qualify for the *Presidential Service Award*.
  - The Campus Ministry Office will automatically submit those students’ names who qualify for the award. Nothing additional needs to be entered by students

## Retreat Program

- Each class has a retreat opportunity during the course of the year. In addition, all students are encouraged to participate in various spiritual formation opportunities such as
  - National March for Life (Washington DC)
  - Topeka Rally for Life

- Saints Walk for Life
- Student retreats are a wonderful opportunity for students to learn more about our faith, practice prayer, and grow in the community. Our retreat program is designed with our students' spiritual, social, and emotional development in mind. All retreats are required and held during the school day, except for the Kairos retreat which is optional
- Freshman Retreat – Belong
  - The Freshman Retreat is an event held during the 2nd semester, organized by our Campus Ministry team and senior leaders. This retreat focuses on building community and belonging. Throughout the day, students will engage in both small and large group discussions, and participate in various forms of prayer including praise and worship, contemplation, and Eucharistic adoration. This experience serves as a foundational step leading to the Sophomore Retreat, which emphasizes daily choices that contribute to our “communion of saints”
- Sophomore Retreat – Identity
  - The Sophomore Retreat spans three days during the 1st semester. To facilitate deeper connections, the class is divided into smaller groups. During this retreat, students are placed in leadership roles that require them to rely on each other's strengths and support one another's weaknesses. This experience is designed to help students understand and develop their own identities within the community.
- Junior Retreat – Mission
  - The Junior Retreat features a “serve day” where students are divided into groups to serve at various locations across the Kansas City metropolitan area. This retreat encourages juniors to look beyond themselves and to find ways to serve those in need within the community. The goal is for this service to become a lasting part of their spiritual lives
- Senior Retreat – Kairos
  - Kairos is an intensive retreat experience for seniors, focusing on deepening their relationships with God, themselves, and others. It challenges students to consider how they can translate their faith into meaningful actions in the world. Adapted from the “Spiritual Exercises” of St. Ignatius of Loyola, Kairos helps students connect their everyday experiences with their faith. Multiple retreats are offered throughout the year, including one or two during the Summer and several during the school year, totaling five retreats. Participation is based on a first-come, first-served application process.

# Attendance

## Important Dates

|                                             |                           |
|---------------------------------------------|---------------------------|
| Freshman Orientation.....                   | August 12                 |
| Senior/Junior/Sophomore Orientation.....    | August 13                 |
| 1st Day of School.....                      | August 14                 |
| Labor Day (No School).....                  | September 2               |
| No School.....                              | September 23              |
| No School.....                              | October 17 – 18           |
| No School.....                              | November 15               |
| Thanksgiving Break (No School).....         | November 27 – November 29 |
| No School.....                              | December 2                |
| Christmas Break (No School).....            | December 20 – January 6   |
| 1st Day of Second Semester.....             | January 7                 |
| Martin Luther King Jr. Day (No School)..... | January 20                |
| No School.....                              | February 13 – February 14 |
| Presidents' Day (No School).....            | February 17               |
| Spring Break (No School).....               | March 14 – March 24       |
| No School.....                              | April 4 – April 7         |
| Easter Break (No School).....               | April 17 – April 21       |

## Table of Contents

- Attendance Policy – 13
- Reporting an Absence – 13
- Excused vs Unexcused Absences – 13
- College Visit Days – 14
- Arriving/Leaving Campus – 14
- Denial of Course Credit – 15
- Extracurricular Activities – 16

## **Attendance Policy**

- As followers of Christ, STA recognizes that God calls us each day to use our talents that HE has given us. Regular attendance is not only an important responsibility of every student, but an expectation as followers of Christ. Poor attendance is one of the greatest factors in school failure. It is the student's responsibility to communicate with his/her teachers regarding missing school work and instruction.

## **Reporting an Absence**

- Parents or guardians are to telephone the attendance line (913) - 319 - 2415 before 8:30 AM to report the absence of their student. When calling please leave the following information:
  - The student's name
  - Your name
  - Your relationship to the student
  - A number which you can be reached at
  - The reason why the student will be absent from school
- Absences without parental explanation will be considered unexcused.
- Parents/legal guardians are expected to call the building's attendance line to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact is made within 48 hours, the absence will be counted as unexcused.

## **Excused vs Unexcused Absences**

- Examples of Excused Absences include:
  - Personal illness (doctor/dental/medical appointments)
    - The school may, with notice to the parent, require verification from a physician of absences due to reasons of health.
  - Serious illness of a family member
  - Funerals
  - Emergency situations requiring immediate action
  - Participation in a school-sponsored activity
  - An absence that has been communicated in advance to the Attendance Office
- An unexcused absence occurs when a student is absent from class or school without an excusable reason and without advance parental knowledge.

## College Visit Days

- Students are allowed to miss school for a college visit for up to 6 days (no more than 3 days in any one school year) in their 4 years at Saint Thomas Aquinas. More than 6 in 4 years will be counted as being out of town and thus will count against their exam waiver.
- All college visits must be verified by submitting your College Visit Agenda, with your name on it or by submitting an official college visit form with an official university signature stating that you were there and took an official tour. Verification should be turned into the attendance office upon returning to school. Saint Thomas Aquinas High School defines a "college visit" as a day missing school whereas a student is visiting a college where he/she is interested in attending and has formally set up, in advance, a visit with the admissions office, a coach, departmental dean, or university official.

## Arriving/Leaving Campus

- When arriving to campus after the tardy bell has rung:
  - Check in at the Main Office
    - Failure to sign in may result in disciplinary action
  - Block Day (EVEN/ODD)
    - Arriving late and missing less than 20 minutes of the period will result in a warning
      - Each student will receive 3 warnings a semester
      - A detention will be issued after the 3rd warning
    - Arriving late and missing between 20 – 45 minutes of the period will result in a detention
    - Arriving late and missing more than 45 minutes of the period will result in 2 detentions
  - A Day/Noon Dismissal
    - Arriving late and missing less than 20 minutes of the period will result in a warning
      - Each student will receive 3 warnings a semester
      - A detention will be issued after the 3rd warning
    - Arriving late and missing more than 20 minutes of the period will result in a detention
    - Every class period missed will result in 1 detention

- Leaving campus
  - To leave campus during the school day, the student's parent/guardian must call the Attendance Office and the student must check-out through the Main Office before leaving.
  - Leaving campus without signing out will result in disciplinary consequences.
  - Students are never allowed to be outside the building without permission anytime during the school day.

## Denial of Course Credit

- A student can be denied class credit after missing an excessive amount of critical content. The protocol is as follows:

| ABSENCES<br>(in one class) | ACTION                                                                                                                                                                                                            |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4                          | A notification letter will be delivered to the student by the attendance department to inform the student regarding the class credit protocol.                                                                    |
| 6                          | The student will have an informational meeting with an administrator to make sure the student understands the next steps in the possible denial of class credit due to attendance. Parents will also be notified. |
| 8                          | A meeting with the parents, student, and an administrator will be held to inform and develop a plan to help the student become more successful regarding regular class attendance.                                |
| 10                         | The student will lose credit for the course.                                                                                                                                                                      |

- The school reserves the right to withhold credit pending an evaluation by the Internal Review Board (IRB). Extenuating circumstances will be handled on a case-by-case basis.
- If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day limit, the student and parent may appeal to the IRB. An appeal form must be completed and filed with the Attendance office by the end of the semester in which the absences occurred. The review by the IRB shall be held within a reasonable time after the appeal request is made. If no appeal request form is received by the end of the semester, then course credit is denied.

## **Extracurricular Activities**

- Students must be in attendance for at least half the school day in order to participate in their extracurricular activities after school that day.

## Academics

### Important Dates

|                                          |                           |
|------------------------------------------|---------------------------|
| Freshman Orientation.....                | August 12                 |
| Senior/Junior/Sophomore Orientation..... | August 13                 |
| 1st Day of School.....                   | August 14                 |
| Back to School Night.....                | August 21                 |
| Parent – Teacher Conferences.....        | October 16                |
| Semester Exams.....                      | December 17 – December 19 |
| 1st Day of Second Semester.....          | January 7                 |
| Parent – Teacher Conferences.....        | February 13               |
| Senior Exams.....                        | May 6 – May 7             |
| Senior Mass & Awards.....                | May 9                     |
| Baccalaureate Mass.....                  | May 13                    |
| Graduation.....                          | May 14                    |
| Semester Exams.....                      | May 16 – May 20           |

### Table of Contents

- |                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>● Graduation Requirements – 18</li><li>● Special Services – 18</li><li>● Honesty in Academic Work – 19</li><li>● Grading – 19</li><li>● Academic Records – Parent Access – 20</li><li>● Transcripts – 20</li><li>● Honor Roll – 20</li><li>● National Honor Society – 21</li><li>● Magna Cum Laude Scholars – 22</li><li>● Summa Cum Laude Scholars – 22</li></ul> | <ul style="list-style-type: none"><li>● Pax Christi Award – 22</li><li>● Waiver Policy – 22</li><li>● Academic Probation – 23</li><li>● Credit Recovery Contracts – 23</li><li>● Graduation Ceremony Criteria – 24</li><li>● Schedule Changes – 24</li><li>● Withdrawal – 24</li><li>● Dual Enrollment – 25</li><li>● Student Aides – 25</li><li>● Peer Tutors – 25</li><li>● STA Period – 25</li></ul> |
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## Graduation Requirements

- Saint Thomas Aquinas High School requires 27 academic credits for graduation and 1 community service credit for graduation.
  - Academic Requirements (27)
    - Theology – 4
    - English – 4
    - Fine Arts – 1
    - Foreign Language – 3
    - Computer Technology – 1
    - Mathematics – 3
    - Physical Education/Health – 1
    - Science – 3
    - Social Studies – 3
    - Electives – 3.5
    - Speech – 0.5
  - Catholic Outreach Community Service (1)

## Special Services

- Families of students needing accommodations to access the general education curriculum through a Catholic Schools Student Support Plan (CSSSP) or a Minor Adjustment Plan (MAP) should submit the following current records to the appropriate individual\*
  - Full evaluation through a doctor or medical facility or from the public school system that led to documentation of a diagnosis of a disability
  - Any IEP, 504, or CSSSP currently or recently being used (within the last 2 years)
  - Incoming Freshmen should also submit grades from the previous school year
  - \*Dr. Heather Wolf (hwolf@stasaints.net) for students with last name starting A–M or Jennifer Jones (jjones@stasaints.net) for students with last name starting N–Z.
- Determination for CSSSP accommodation will be made based on if a student needs support as well as existing resources at Saint Thomas Aquinas by the Special Services Team.
- The Special Services Team will meet annually with each family whose student has a plan to create/update any CSSSP or MAP. If services are not being used then they will be removed. According to [IDEA section 504](#) and the [Kansas Department of Education](#), in order to qualify for or keep a 504 plan (or our CSSSP) an individual needs to (1) have a documented disability or health concern that (2) substantially limits one or more life activities, such as learning.

- To request a change to current CSSSPs or MAPs a meeting must be scheduled for the team to decide appropriate changes. Changes will not be made by email request without a meeting with the guardian and/or student (with parent permission).
- Accommodations for Standardized Tests organized and given by/at Saint Thomas Aquinas
  - In order to qualify for accommodations on Kansas State Assessments per the [State of Kansas](#), “accommodations made on the state assessment are completed on all instructional assignments, as well as classroom, district, and standardized assessments.”
  - In order to qualify for accommodations on standardized tests per other testing organization guidelines ( ACT, PSAT), documentation of the disability from a doctor/medical facility or from the public school system must be provided to the Special Services Department. The Special Services Department will submit the appropriate paperwork to the appropriate entities, but the decisions are made solely by the testing organizations, not Saint Thomas Aquinas High School.
- Accommodations for Standardized Tests outside of Saint Thomas Aquinas
  - In order to qualify for accommodations on standardized tests per other testing organization guidelines (ACT, SAT) on additional testing outside of Saint Thomas Aquinas, documentation of the disability from a doctor/medical facility or from the public school system might be requested by the organization during registration by the parent. Decisions are made solely by the testing organizations, not Saint Thomas Aquinas.

## **Honesty in Academic Work**

- Saint Thomas Aquinas students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students.
- Consequences for academic dishonesty may include, but are not limited to, a loss of credit for the assignment or test, class failure, and detention(s).

## **Grading**

- Grades are reported in percentages and no letter grades are given. Grades below 67% are failing.
- A bonus of five points will be added to the GPA calculation of an honors course if the grade is 77% or above.
- Semester grades are an accumulation of grades given throughout the entire semester in addition to the semester exam.
  - Generally, semester exams will be worth no more than 20% of the semester grade.

- The final semester grade is the only grade that goes on the high school transcript.
- Semester grade changes must be reconciled no later than two weeks after report cards have been posted in Skyward Family Access.

## **Academic Records – Parent Access**

- Saint Thomas Aquinas High School abides by the provisions of the Buckley amendment with respect to the right of non-custodial parents.
- In the absence of a court order to the contrary, the school will provide the non – custodial parent with access to academic records and other school information regarding his/her child.
- If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide a court certified copy of the court order.

## **Transcripts**

- All transcripts are the property of the school and may be released only upon mutual consent of the school, the student and/or the parent or legal guardian.
  - Transcripts only contain information regarding the academic assessment of the student.
- Transcripts are ordered on the College Family Connection site.
  - Graduating students will receive three (3) transcripts at no charge.
  - Additional transcripts will be three dollars each, payable in May.
  - There is an additional \$7.50 charge for each fax request.
  - Transcripts will not be submitted to colleges until after the schedule change period.
- We do not print ACT/SAT scores on a student’s transcript sent to colleges for admission. It is the student’s responsibility to send test scores to colleges directly from the testing agency.

## **Honor Roll**

- Honor Roll will be posted to the Family Access Portfolio each semester, using only that semester’s grades.
  - Principal’s Honor Roll:
    - Semester grade average of 96.00% or higher.
  - First Honors:
    - Semester grade average of 90.00-95.99%.

## National Honor Society

- To be eligible for membership in the National Honor Society, the candidate must be a junior or senior and have been at Saint Thomas Aquinas High School the equivalent of one semester.
- Candidates are evaluated on the basis of their demonstrated academics, service, leadership, and character. A NHS council composed of faculty members evaluates candidate information and makes recommendations for selection.
- Students who exhibit behavior in or out of school contrary to the mission of Saint Thomas Aquinas High School may not be eligible. Information about the selection process may be obtained from the NHS sponsors.
- In general, selection is based upon the following and must reflect a level of excellence and variety in each area:
  - Academics:
    - Students must have a cumulative GPA of 95% or above
  - Service:
    - Students must show evidence of service beyond what is required by the school
  - Leadership:
    - Students are judged on their performance in a variety of areas such as elected office, chairmanships, group leadership, or other demonstrated leadership skills
  - Character:
    - Students with referrals in the current or previous semester will not be admitted. Multiple detentions or other similar activity may result in a student not being selected.
- Students who meet the academic standard are notified and given information packets in January.
- Students must return completed packets by the designated deadline and are notified by mail regarding selection or non-selection. Written appeals may be made by the student to the selection committee if a student believes an error has occurred in the notification of eligibility or in the mathematical calculation of the GPA.
  - Non-selection or the student's failure to complete the packet correctly are not matters of appeal.

## **Magna Cum Laude Scholars**

- Any graduate completing the standard curriculum with a four-year cumulative grade average between 96.00% – 98.99% will be awarded the Magna Cum Laude Award at the time of graduation.

## **Summa Cum Laude Scholars**

- Any graduate completing the standard curriculum with a four-year cumulative grade average of 99.00% or higher will be awarded the Summa Cum Laude Award at the time of graduation.

## **Pax Christi Award**

- The highest honor awarded to a senior at Saint Thomas Aquinas High School is the Pax Christi Award.
- This award recognizes those students who have, over their four years in high school, exemplified the finest characteristics of young Christian men and women.
- Students are nominated by the Senior Class and faculty.
- The student speakers for graduation will be selected by audition from among those seniors who receive the Pax Christi Award.

## **Waiver Policy**

- Any student with a semester grade of 96% or above, before the final exam, may be exempt from taking that final exam.
  - This 96% does not include the additional five honors points
- Any student achieving a Semester Grade of 86% or above is eligible to earn one exam waiver for one class each semester.
- A student will not earn their waiver for the semester if:
  - They accrue more than 16 absences across all class periods
    - OR
  - They accrue 6 or more absences in one specific class
    - OR
  - They miss more than 2 all school liturgical events (mass, adoration, reconciliation) a semester
    - OR
  - They are suspended from school
    - OR
  - They receive more than 3 detentions

- 1 Saturday Detention = 3 Detentions
- Illness, medical appointments, vacations, personal absences and suspensions DO count against the waiver. School sponsored activities, college visits and funerals are the only exceptions and will not count against the waiver.
- All waivers will be held until fines are paid, equipment is returned, and all financial obligations are resolved
- In some disciplines, mastery of knowledge may be more appropriately measured through a cumulative project or portfolio. Therefore a waiver and/or exemption may not apply in these courses.

## **Academic Probation**

- Any student failing two or more academic courses for a semester will be placed on academic probation.
- Students who fail 2 or more classes while on academic probation will not be allowed to return to Saint Thomas Aquinas High School.
- In addition to the above, in order to remain at Saint Thomas Aquinas, a student must be making reasonable progress toward graduation. Reasonable progress will be viewed as credits in the required graduation curriculum as follows:
  - At the beginning of:
    - 10<sup>th</sup> grade – a student must have a minimum of 6 academic credits.
    - 11<sup>th</sup> grade – a student must have a minimum of 13 academic credits.
    - 12<sup>th</sup> grade – a student must have a minimum of 20 academic credits.
      - Note: academic credits do not include Catholic Outreach service hours credit.
- Students who end the prior grade with fewer than the above “specified credits” need to complete credit recovery through Edgenuity. It is highly recommended that students complete this over summer break. One credit is the customary maximum credit available during the summer.
- Students may only obtain 2 credits maximum through the credit recovery program throughout their 4 years at Saint Thomas Aquinas High School.
- Saint Thomas Aquinas reserves the right to require that specific courses be taken from our faculty.

## **Credit Recovery Contracts**

- Contracts will be awarded to students who have earned a 56% - 66% the first semester of a math or foreign language class.

- If a student successfully completes the second semester of the course with the requested grade and follows all the requirements of the contract, retroactive credit will be given by changing the first semester grade to a 67%.
- The academic counselor will meet with each student in January to discuss the process. This contract offer is based on the premise that in order for a student to succeed in the second semester, he/she must acquire a working knowledge of the material learned from the first semester.

## **Graduation Ceremony Criteria**

- A senior student may participate in the Baccalaureate and the Commencement ceremony if he/she has completed the required number of credits and is in good standing with the school.
- A student who lacks one-half credit at the end of the eighth semester will be allowed to participate in the graduation ceremonies; however, no diploma will be issued until he/she has received the one-half credit.
- Diplomas and senior grades will be mailed once the Academic Counseling Office has completed the necessary records and all financial obligations have been fulfilled.

## **Schedule Changes**

- Schedule changes may be made only for sound academic reasons and must be completed during the published time frame. All other changes must be approved by the school administration.
- A fee of \$20 will be charged for each schedule change.
- No drops are permitted during the semester.
- You may pick up schedule change request forms from the Academic Counseling Office or online.

## **Withdrawal**

- Students withdrawing from Saint Thomas Aquinas should request a withdrawal form from the Principal's Office. This is to be signed by a parent and returned to the Principal's Office.
- All textbooks, library books, and athletic uniforms must be returned, tuition paid, and other obligations fulfilled before transcripts or recommendations to other schools will be released.

## **Dual Enrollment**

- Seniors may be permitted to participate in a dual college enrollment program if the following criteria are met:
  - The student must be recommended by his/her academic counselor.
  - The student must be in the process of completing all course work as required by Saint Thomas Aquinas.
  - A college credit class does not replace required course work at Saint Thomas Aquinas.
  - Participation in dual enrollment does not afford a reduction in fees to Saint Thomas Aquinas.
  - All costs and fees to Saint Thomas Aquinas must be paid in full prior to application for dual enrollment.
  - Final approval for dual enrollment will come from the Principal or designee.

## **Student Aides**

- A senior may apply to serve as a student aide during one or both semesters.
- The student's performance will be graded and one-fourth credit will be granted per semester as in other classes.
  - The grade issued will be Pass/Fail and will not be included in the computation of the student's cumulative grade average.
- Seniors submit applications for student aide.
- The school administration will assign aides to teachers or other staff members
- Applicants must be trustworthy, responsible, dependable, and capable of assuming a variety of tasks to which they might be assigned.

## **Peer Tutors**

- Seniors may serve as in-school tutors, called peer tutors, or out of the building tutors.
- Peer tutors will be supervised by the Resource Center Specialist.
- Grades will be given as a P/F, along with one-half credit earned per semester.
- Students must have good discipline records with no referrals or probation.
- The supervisors of each program have the final determination of students eligibility.

## **STA Period – Study, Tutor and Assemble Period**

- Every "ODD" scheduled day will have an STA period built into the day.
- Each student is assigned to a room and a teacher who will serve as their mentor during their time at Saint Thomas Aquinas High School.

- STA period is a focused academic time that allows students to complete tests they may have missed, do lab work, participate in small group work, and/or receive tutoring from their teachers or peers.
- In addition, STA period allows a block of time for all-school Masses, Adoration, assemblies, and club meetings.
- STA period is a non-graded, non-credit-bearing class.
- Schedule during STA Period:

|               |                     |                                                                                                                           |
|---------------|---------------------|---------------------------------------------------------------------------------------------------------------------------|
| 9:45 – 10:05  | Communion of Saints | Attendance, check in with STA teacher, participate in activities                                                          |
| 10:10 – 10:35 | Block 1             | Students attend required sessions, work on homework/study, meet with teachers, take a test(s), attend club meetings, etc. |
| 10:40 – 11:05 | Block 2             |                                                                                                                           |
| 11:10 – 11:15 | Communion of Saints | Students report back to their STA class                                                                                   |

- STA Period Travel:
  - STA Period travel privileges are differentiated by grade level (see table below)

|      | Club Meetings | Chapel | Testing Room | Help with a Teacher | All School Events | Other STA Periods | Commons |
|------|---------------|--------|--------------|---------------------|-------------------|-------------------|---------|
| 9th  | ✓             | ✓      | ✓            | ✓                   | ✓                 |                   |         |
| 10th | ✓             | ✓      | ✓            | ✓                   | ✓                 | ✓                 |         |
| 11th | ✓             | ✓      | ✓            | ✓                   | ✓                 | ✓                 | ✓       |
| 12th | ✓             | ✓      | ✓            | ✓                   | ✓                 | ✓                 | ✓       |

- STA Period travel is a privilege and is subject to change based on academic performance and discipline record.

## Student Life

### Important Dates

|                                              |                           |
|----------------------------------------------|---------------------------|
| 1st Day of Fall Sports.....                  | August 19                 |
| Fall Sports Assembly.....                    | September 6               |
| Back to School Mixer.....                    | September 6               |
| Homecoming Assembly & Tailgate.....          | September 27              |
| Homecoming Dance.....                        | September 28              |
| Canned Food Drive Assembly.....              | October 30                |
| Canned Food Drive.....                       | November 5 – November 11  |
| Musical.....                                 | November 7 – November 9   |
| 1st Day of Winter Sports.....                | November 18               |
| Christmas Play.....                          | December 19 – December 20 |
| Winter Sports Assembly.....                  | January 17                |
| Snowman Mixer.....                           | January 17                |
| Catholic Schools Week.....                   | January 26 – February 1   |
| WPA.....                                     | February 8                |
| Gina Rousselo CYO Basketball Tournament..... | February 16               |
| Winter Play.....                             | February 27 – March 1     |
| 1st Day of Spring Sports.....                | March 3                   |
| Spring Sports Assembly.....                  | March 28                  |
| Prom.....                                    | April 5                   |
| Spring Olympics.....                         | April 24                  |

### Table of Contents

- Clubs and Organizations – 28
- Extra – Curricular Activities – 28
- KSHSAA Eligibility – 28
- Transfer Students – 29
- Academic Eligibility – 29
- Athletic Training – 30
- Insurance – 31
- Dances – 31
- Uniform/Equipment Return – 32

## **Clubs and Organizations**

- The school sponsors a number of co-curricular and extra-curricular clubs and organizations.
- Clubs are subject to the rules and regulations of the school as well as their own rules.
- Activities sponsored by a club or organization must be approved by the Director of Student Life.
  - Set-up and clean-up for the activity is the responsibility of the sponsoring group.
- Please visit the Student Life Office for more information about starting your own club!

## **Extra-Curricular Activities**

- Any extra-curricular event such as a game, activity or dance is an official school sponsored event, and therefore under the jurisdiction of school rules and officials.
- Student dress should always be in good taste and appropriately reflect the expectations of Saint Thomas Aquinas.
- Student IDs may be required for entry at some games/dances/events. Students should carry their IDs at all times for school-sponsored activities.
  - Replacement student IDs may be purchased from the Student Life Office as needed.

## **KSHSAA Eligibility**

- In order to participate in KSHSAA activities, students must meet the following criteria.
  - Scholarship:
    - The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.
      - This requirement is waived for the first semester of the 9th grade year.
  - Enrollment:
    - The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed) of unit weight or its equivalency, during the present semester.
      - High school students dually enrolled in colleges, who have their college hours recorded on their high school transcript, may count five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight.

- Students must notify the academic counselor immediately if a college course is dropped. Failure to do so will jeopardize their participation and the team's eligibility in interscholastic competition.
- Physical:
  - The student must complete a physical and submit all required information to Privit prior to the first day of practice in order to participate.
  - Information on the athletic clearance process can be found online through the school website.
    - Athletics → Physicals
  - Physicals must be completed and dated on or after May 1, 2024, to be current for the 2024 – 2025 school year.

## **Transfer Students**

- A transfer student is any student who has changed high schools for any reason.
- Transfer students may be ineligible to participate in athletics/activities.
- All transfers are unique and will be evaluated by the Director of Student Life to determine if the student is eligible for athletics/activities and what restrictions exist, if any.
  - All transfer students should stop by the Student Life Office as soon as possible after their first day of school to schedule a meeting with the Director of Student Life.

## **Academic Eligibility**

- Academic eligibility is enforced for all students participating in a KSHSAA sport, a KSHSAA activity, a school – affiliated club sport, show choir, or theater.
- If a student has one or more failing grades (< 67%) they will be placed in study hall until the grade is raised.
  - Students may have a failing grade for 3 weeks and still retain their eligibility to compete provided they are attending study hall daily.
    - Study hall is provided in the mornings from 7:15 AM – 7:45 AM and in the afternoon from 3:10 PM – 3:40 PM.
    - Students only need to attend either the morning or the afternoon session each day.
  - Once a student has been in study hall for 4 consecutive weeks or more they will become immediately ineligible for competition.

- Academic eligibility does not impact a student's ability to practice with the team.
- Once a student raises their grade to passing ( $\geq 67\%$ ) they will no longer be required to attend study hall and they will immediately be eligible to compete.
- Study Hall Notification Procedure:
  - A grade report will be run every Friday throughout the semester.
  - All students with a failing grade will be notified Friday morning that they have been placed in study hall for the following week.
    - This notice will also inform them of their eligibility status for the following week.
  - It is the responsibility of the student to communicate with their teacher(s) about how they can raise their grade.
  - Parents/Guardians & Coaches will be notified Friday afternoon if their athlete has been placed in study hall for the following week.
  - It is the responsibility of the student to contact the Director of Student Life once their grade is no longer failing.
  - Any student/parent/guardian/coach/teacher who has questions about the study hall/eligibility process should contact the Director of Student Life.
- Every student's academic eligibility will be evaluated by the Director of Student Life on a weekly basis.
  - The goal is not to hold students out of competition. The goal is to maintain the high standard of academic excellence at Saint Thomas Aquinas High School.

## **Athletic Training**

- Saint Thomas Aquinas partners with Performance Rehab to provide the highest possible care for all student – athletes.
- Athletic training services will be provided for all home contests.
- Concussion Protocol:
  - All Students:
    - All student concussions, regardless of whether or not the student is an athlete, are supervised by our athletic trainer.
    - In order to qualify for academic accommodations the student should be evaluated by an MD or DO and that health care professional should indicate which specific academic accommodations are needed.
  - Athletes:
    - All athletes who are held out of play due to concussion like symptoms must be evaluated by an MD or DO before returning to competition.

- If the health care professional determines that the athlete did in fact suffer a concussion then that athlete must complete a return to play protocol (RTP) before returning to competition.
  - Most RTP protocols last 5 days.
  - All RTPs will be supervised by our athletic trainer.
- The RTP protocol will only begin once the student is functioning fully in the classroom without any academic accommodations.
- If the health care professional determines that the athlete did not suffer a concussion then the athlete may return immediately to competition without restriction.
- For a full copy of our Concussion Protocol please visit the Athletic Training Room or visit our school website.
  - Student Life → Athletics → Athletic Training

## **Insurance**

- Saint Thomas Aquinas is a member of the Kansas State High School Activities Association (KSHSAA). As a member of the KSHSAA, our students participating in activities under the jurisdiction of the Association have been provided with basic coverage beginning 8/1/2024 as follows:
  - Excess Athletic Participant Legal Liability coverage; \$500,000 per occurrence
  - Excess Medical Plan; \$5,000,000 max. \* (\$25,000 deductible)
  - Cash Indemnity/Disability Benefit; \$500,000 max.
  - Accidental Death Benefit; \$30,000 max.
  - Aggregate Medical/Cash Limit of Indemnity: \$5,000,000
- For additional insurance coverage, parents should check with their own carrier for supplemental accident insurance as well as reviewing their own medical coverage.

## **Dances**

- Saint Thomas Aquinas High School traditionally offers 3 dances and 2 mixers throughout the school year.
  - Dances:
    - Homecoming (9/28)
    - WPA (2/8)
    - Prom (4/5)
  - Mixers:
    - Back to School Mixer (9/6)

■ Snowman Mixer (1/17)

- School mixers are only for students of Saint Thomas Aquinas High School.
- All dance attendees must adhere to the guidelines below:
  - Under 21 years of age.
  - Minimum of a freshman in high school to attend WPA
  - Minimum of a sophomore in high school to attend Homecoming
  - Minimum of a junior or senior in high school to attend Prom
    - Sophomores may attend if invited by a junior or senior
  - All students should be prepared to present a valid photo ID at the time of admittance to the dance.
  - Must be in good standing at his/her school.
  - All items are subject to search.
  - All dress must be appropriate and in good taste.
  - Use, distribution, or possession of drugs/alcohol is prohibited at all school events. Students may be checked with a breathalyzer upon entry.
  - Inappropriate dancing will not be allowed.
- Guests are allowed to attend school dances provided they have appropriately followed the registration process through the Student Life Office and meet the above requirements.
  - Only one guest per STA student is allowed.
- Students must arrive at a school dance no later than one hour after the start time in order to be admitted.
- For advance sale events, if a student fails to arrive, parents may be notified.
- Students will not be allowed to leave Homecoming, WPA, or Prom until 10:30 PM.
- Once a student has left a dance/mixer, he/she will not be readmitted and will be required to leave the dance venue.

## **Uniform and Equipment Return**

- All students who are checked out uniforms, equipment, materials, etc. for participation in a sport/activity are required to return all checked out materials at the conclusion of the season.
- All materials must be returned in reasonable condition.
- Failure to return materials in reasonable condition or failure to return materials will result in a financial hold being placed on the student's account. The hold will be for fair market value of the material(s) in question.

# Code of Conduct

## Table of Contents

- General Guidelines – 33
- Approach to Discipline – 34
- Drug/Alcohol Policy – 36
- Student Crime – 40
- Bullying – 40
- Hazing – 41
- Cell Phones – 41
- Headphones/Earbuds – 41
- Lunch – 42
- Parking Permits – 42
- Lockers – 44
- Guidelines for Detentions – 44
- Guidelines for Saturday Detention – 45
- Appeal Procedure – 45
- Dress Code – 46
- Technology – 49

## General Guidelines

- We believe that as followers of Jesus in the Catholic Faith that all stakeholders of Saint Thomas Aquinas should exhibit and act in the ways of Jesus Christ. This means we are kind and accept others and we use our talents and abilities that God has given us to demonstrate that love conquers all.
- Students are expected to conduct themselves in an orderly manner at all times when in school or at any school-sponsored activity.
- Students are expected to show respect for teachers, staff members, other students, visitors, and school property.
- Students should refrain from any illegal and immoral activity on or off school property at all times.
- We believe that teachers, students and parents work best in a climate of mutual respect and cooperation. It follows then that the education of young people is a partnership between the parents and the school.
  - Just as parents have the right to withdraw their child if desired, the school reserves the right to require withdrawal of a student if it is determined that this partnership is irretrievably broken.

## Approach to Discipline

| <u>Level 1</u>               |                                |
|------------------------------|--------------------------------|
| 1 Point – Detention          |                                |
| Academic Dishonesty – Minor  | Attendance Violation – Minor   |
| Dress Code Violation         | Inappropriate Behavior – Minor |
| Missed Detention             | Parking Lot Violation          |
| Profanity                    | STA Period Violation           |
| Technology Violation – Minor |                                |

| <u>Level 2</u>                                |                                   |
|-----------------------------------------------|-----------------------------------|
| 2 Points – Detention(s) or Saturday Detention |                                   |
| Repeated Violations of Level 1                | Academic Dishonesty – Major       |
| Attendance Violation – Major                  | Destruction of Property – Minor   |
| Disrespect to Staff                           | Inappropriate Behavior – Moderate |
| Insensitive/Derogatory Language               | Insubordination                   |
| Technology Violation – Major                  |                                   |

| <u>Level 3</u>                                |                                     |
|-----------------------------------------------|-------------------------------------|
| 4 Points – Short Term Suspension (1 – 4 Days) |                                     |
| Repeated Violations of Levels 1 & 2           | Destruction of Property – Moderate  |
| Fighting                                      | Harassment (Verbal/Physical/Visual) |
| Inappropriate Behavior – Major                | Serious Disrespect to Staff         |
| Drug/Alcohol Violation – Minor                | Technology Violation – Major        |

| <u>Level 4</u>                            |                                   |
|-------------------------------------------|-----------------------------------|
| 6 Points – Long Term Suspension (5+ Days) |                                   |
| Repeated Violations of Levels 1 – 3       | Assault/Battery                   |
| Destruction of Property – Major           | Fighting                          |
| Harassment (Verbal/Physical/Visual)       | Possession of Dangerous Materials |
| Drug/Alcohol Violation – Major            | Technology Violation – Major      |
| Theft                                     |                                   |

| <u>Level 5</u>                                 |                               |
|------------------------------------------------|-------------------------------|
| 15 Points – Expulsion                          |                               |
| Repeated Violations of Levels 1 – 4            | Assault/Battery               |
| Sell, Intent to Sell Drugs or Related Products | Serious Criminal Activity     |
| Serious Misconduct                             | Weapons/Weapon – Like Objects |

- If a student is issued a one day suspension, they will not receive credit for any of the work missed. Teachers will inform the student of the work missed and the student will be encouraged to complete that work in order to acquire the knowledge missed, but no credit will be issued.
- If a student is issued a multiple day suspension, day 1 will be considered an unexcused absence and no credit will be given for those classes missed. Day 2 and beyond will be considered an excused absence and students will be allowed to complete missed coursework for credit.
- If a student accrues 6 discipline points (not including attendance infractions) over the course of a school year they may be subject to a meeting with school administration.
- If a student accrues 12 discipline points (not including attendance infractions) over the course of a school year they may be subject to a behavioral plan.
- If a student accrues 18 discipline points (not including attendance infractions) over the course of a school year they may be subject to a formal meeting including parents/guardians and school administration to discuss enrollment status.

## Drug/Alcohol Policy

- Saint Thomas Aquinas High School seeks to educate, evaluate, and partner with parents/guardians and our community to create a safe, faith filled learning environment for our students. Preventative measures regarding drug/alcohol use not only saves lives, but also has positive life long effects. We want students to never start experimenting with drugs and we want to be proactive rather than reactive. The policies outlined below ensure we work together to provide a safe and secure learning environment for all students.
- We adhere to the following definitions as defined by [K.S.A.](#)
  - Alcoholic Liquor ([41-102](#))
  - Cereal Malt Beverages ([41-270](#))
  - Drugs (as defined by the Uniform Controlled Substances Act ([65-4101 et seq](#)))

## Protocol

- Graduation activities will not be included in any suspension from school activities.
- Saint Thomas Aquinas reserves the right to ask any student to comply with a witnessed alcohol/drug test at any time if the school administration decides that there is a reasonable cause to do so.
- If at any time a student is requested to take a Breathalyzer test and refuses to do so, it will be assumed that the student has consumed alcohol and the appropriate sanctions will follow.
- Any student who receives a DUI, at any time of the year, will lose their driving privileges for a period of at least one semester.
- Any video or image of a student participating in the act of alcohol/tobacco or other drug activity will result in the appropriate sanctions below. Simulating the act will also be subject to disciplinary action.
- Any student suspected of an offense shall be notified of the suspected offense and due process will be afforded to the student. The parent/guardian will also be notified.
- If a student is involved in a sport/activity during the season and violates the Drug/Alcohol Policy, that student will be subject to the sanctions below. The season begins on the first day of practice/rehearsal and ends on the State Championship date or team's last game/performance. This policy extends to all KSHSAA sports, all school – affiliated club sports, all KSHSAA activities, show choir, and theater.
- Sport/Activity suspensions may carry over from one season to the next and/or from one school year to the next.
- These guidelines are cumulative throughout the student's entire high school sport/activity experience.

- Example: Should a student commit a first offense during their 9th grade year and another offense during junior year, the offense in the junior year becomes the student's second offense.
- These guidelines are cumulative regardless of whether the offense took place on campus or off campus.
- If a student is suspended from a school activity that is also a graded activity to meet a course requirement, the student will have the opportunity to make – up the grade for that school activity. The make – up work must be arranged with the co – curricular sponsor/teacher.
- Any student who sells or distributes drugs/alcohol/vape products/prescription drugs/etc. will be dismissed from Saint Thomas Aquinas High School.
- The drug/alcohol policies outlined here provide a baseline standard to which all activity programs will adhere. Coaches/Sponsors may have additional guidelines than what is outlined in these policies. Those guidelines shall be provided to the student and parent/guardian by the coach in writing and returned to the coach signed by both the parent/guardian and student prior to the start of the activity. Students are expected to follow all written rules of the team activity in which they are involved.

## **On Campus**

- The possession, use, or consumption of drugs and/or alcohol on school property or at school hosted activities (includes smoking/vaping).
- Any student coming onto school property or attending school hosted activities under the influence of controlled substances and/or alcohol.
- Any student having substances, residue or paraphernalia in their vehicle, on their person, or in their belongings while at school (includes tobacco products, vaping devices, and/or electronic cigarettes).
- Students who violate the above on campus drug/alcohol policies will be subject to the following consequences:
  - 1st Time Offense:
    - Up to 5 Day Suspension from school and all school activities
    - Possible completion of an approved substance abuse education course
    - If a student is involved in a sport/activity and is in season they will be suspended from competing for up to 6 weeks or a minimum of 30% of contests.
  - 2nd Time Offense:
    - Up to 10 Day Suspension from school and all school activities

- Possible evaluation by Johnson County Mental Health's Adolescent Outpatient Addiction Services
  - If a student is involved in a sport/activity and is in season they will be dismissed from the team/activity.
  - Possible dismissal from Saint Thomas Aquinas High School
- 3rd Time Offense:
  - Dismissal from Saint Thomas Aquinas High School

## **Off Campus**

- Any student who is cited and/or charged with a drug/alcohol offense by law enforcement authorities during the school year.
- Any student involved in drug/alcohol use off campus that did not involve a citation or arrest.
- Any student who tests positive via a random drug screening.
- Students who violate the above off campus drug/alcohol policies will be subject to the following consequences:
  - 1st Time Offense:
    - Up to 3 Day Suspension from school and all school activities
    - If a student is involved in a sport/activity and is in season they will be suspended from competing for up to 3 weeks or a minimum of 15% of contests.
  - 2nd Time Offense:
    - Up to 6 Day Suspension from school and all school activities
    - Possible completion of an approved substance abuse education course
    - If a student is involved in a sport/activity and is in season they will be dismissed from the team/activity.
  - 3rd Time Offense:
    - Dismissal from Saint Thomas Aquinas High School

## **Random Drug Screening**

- While it is our hope that students will be making healthy choices concerning drugs we understand some may not. Random Drug Screening is a preventative measure we are enacting to hopefully encourage students to never start experimenting with drugs. According to the American Addiction Centers, the earlier students begin to use, the more likely they are to have damaging effects and use more harmful substances later in life. Below is an outline of the process used in our random drug screening.

## Process

- Each week, students will be randomly selected. A small hair sample will be collected from each student for testing. Results will be shared with parents/guardians and the student approximately 2–3 weeks afterwards. All results will be kept confidential.
  - Students will be screened for illegal substances through a recognized drug–testing laboratory that is validated by the FBI.
  - All transfer students are subject to a drug screening prior to admission.
  - Any student who has violated the On Campus Drug/Alcohol policy is subject to a drug screening
  - Hair samples are used for screenings.
  - Approximately 400–450 students will be tested yearly.
  - Students will be randomly selected through the screening company’s secure web portal.
  - There will be approximately four screening days per semester with 50 students tested on each of these days.
  - Our school nurse and a certified staff member will conduct these tests.
  - Our school administration will email parents/guardians to let them know their student was screened that day.
  - If a student is randomly selected to be screened and refuses to do so, it will be assumed that the student has used an illegal substance and the appropriate sanctions will follow.
  - Any student who has been randomly screened will be placed back into the pool of students after 60 days.
  - A student who tests positive will be re–tested in 3 months at the cost of the parent/guardian.

## Education & Partnership

- In light of the impact of addiction and intoxication on the brain development of teenagers, it is our goal to partner with parents in getting their student help if necessary, and back on a path of better decision making and healthier choices for his/her life.
  - Test results of students will be kept confidential.
  - Off Campus violation of the drug/alcohol policies will be implemented.
    - 1st Time Offense:
      - Up to 3 Day Suspension from school and all school activities

- If a student is involved in a sport/activity and is in season they will be suspended from competing for up to 3 weeks or a minimum of 15% of contests.
- During the first day of the school suspension, parents/guardians and the student will need to come in for a meeting regarding the results and a discussion of which restorative practices should be implemented.
  - Education
    - Completion of an online course
  - Mental Health
    - Meeting with a counselor to discuss resources for support
  - Faith
    - Meeting with the school chaplain to discuss our Cardinal Virtues and forgiveness

## **Confidentiality**

- Under the new policy, the incident will be noted in the student's guidance file. This file is destroyed upon graduation and its contents are not sent to colleges or universities.

## **Student Crime**

- A student who is arrested, charged or investigated in a crime will be immediately ineligible to participate in all school activities.
  - The student may not attend practices or take part in any school sponsored events during the investigation, when charged, or serving a court ordered sentence.
- If the school deems this to be a Major Infraction of the school's code of conduct, the student may be suspended indefinitely or dismissed from Saint Thomas Aquinas.
- Once the case is resolved the school will determine if the student returns to any activity they have been suspended from participating in.
- The administration reserves the right to apply additional consequences after the case is resolved.

## **Bullying**

- Harassment, intimidation and/or bullying is defined as any intentional written, verbal or physical act when the act(s) causes physical harm or damages an individual's property; has the effect of substantially interfering with the right to an education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

- Harassment, intimidation and/or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendo, pranks, gestures, physical attacks, threats, social media posts, text messages, or other indirect forms of communication.
- Intentional acts refer to the individual's choice to engage in the actions rather than the impact of the action(s). These actions are such that a reasonable person, under the circumstances knows or should know the actions will have the effect of: physically or mentally harming an individual; damaging an individual's property; placing an individual in reasonable fear of harm; and placing an individual in reasonable fear of damage to their property.
- In all cases outlined above, the Saint Thomas Aquinas Code of Conduct will apply.
- False reports or retaliation for reporting harassment, intimidation and/or bullying also constitutes violations of this policy.

## **Hazing**

- No acts of hazing will be tolerated at any time including within all extra and co-curricular programs.

## **Cell Phones**

- The use of cell phones during class time is prohibited. Phones should remain in your locker or be placed in the classroom holder. The safest place for your cell phone is in your locker. If you place it in the holder the teacher is not responsible for damage or loss.
- During the school day, students may check their cell phone during passing periods and/or lunch.
- Cell phones are never to be used in the locker room, bathroom, or other places that demand privacy.
- A smart phone is not an approved BYOD.
- Failure to comply with the cell phone policy will result in the cell phone being confiscated (and taken to the office) and the student will receive a detention. The student should retrieve their cell phone from the Main Office at the end of the school day.
- After the 3rd offense, the Principal may confiscate your cell phone and ask you to leave the phone at home, in your car, or at a designated place in the office.

## **Headphones/Earbuds**

- These items may only be used before/after school, during activity period, or during lunch.
- Headphones are not to be used during passing periods.

- These items are not to be used in classrooms unless the teacher has granted special permission.

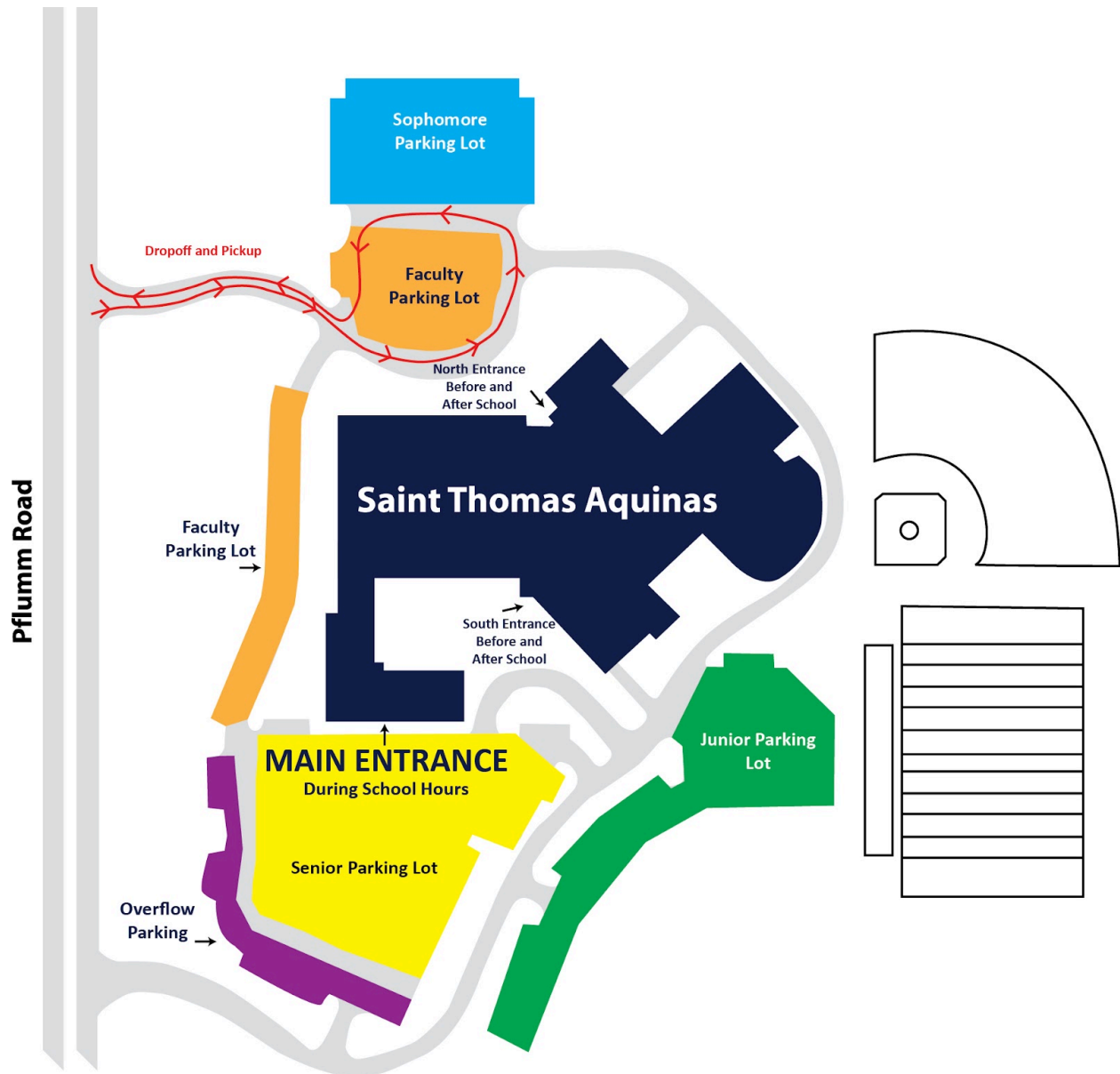
## **Lunch**

- Lunch is served daily in the Commons.
- Food and drink are not allowed to be taken from the Commons to other parts of the building.
- Students are responsible for cleaning their tables after lunch.
  - Trays must be returned to the kitchen and all trash must be deposited in the trash containers.
- Students are expected to display good behavior in the cafeteria.
- Students may not order food from outside vendors and the front office will refuse any food brought in by an outside vendor or food delivery service.
- Lunches are closed to outside guests.
- Students may not leave the building for lunch.

## **Parking Permits**

- All students driving to school must register their cars and license numbers in the Attendance Office.
- Because of limited space in the parking lots, freshmen will not be allowed to drive to school.
- A Driver Registration form must be signed by the student and the parents.
- Students who fail to register cars, who illegally park cars, or who drive recklessly will be fined.
  - A car is considered illegally parked if it is not within a marked parking stall, if it is in the wrong lot, circle drive, or if it is parked along the curbs near the parking lots in the back of the school.
- Fines:
  - First Offense – \$10
  - Second Offense – \$25
  - Third Offense – \$35
  - Fourth Offense – Forfeiture of parking permit
  - Non-registered car – \$25
  - All fines must be paid within two weeks of the offense.
- All school regulations and policies apply to the parking area.
- Student vehicles may be subject to search if there is a suspicion that drugs, alcohol, stolen property, or other items of concern might be present in the vehicle.

- Upon arrival, students will come directly into the building. The parking lot is off limits for all students during the lunch period, and while classes are in session. If a student needs to go to the parking lot during the school day, specific permission must be obtained from the Main Office.



## **Lockers**

- Each student will be assigned a locker and is responsible for maintaining it.
- Students should not give their combination to other students.
- The school is not responsible for materials lost or stolen from students' lockers.
- Writing in or on lockers, jamming lockers to keep them open, or abuse of lockers will result in disciplinary action and reimbursement for cost of repairs.
- Students are prohibited from moving to another locker without serious reason and approval from the Attendance Office.
  - Students who change lockers without proper approval will be disciplined.
- Students should report any locker problems to the Attendance Office.
- Students are encouraged to lock the lockers at all times in order to protect personal materials.
- Backpacks of any size, waist packs, or bags may not be carried in the hallway during the school day
- Lockers are provided for the student's personal use. These lockers are considered property of Saint Thomas Aquinas and may be searched at any time.

## **Guidelines for Detention**

- Detentions must be served by the assigned date (the date on the discipline report). You must be on time.
  - Monday:
    - After School, 3:10-3:40 PM
  - Tuesday:
    - Before School, 7:15-7:45 AM
    - After School, 3:10-3:40 PM
  - Wednesday:
    - After School, 3:10-3:40 PM
  - Thursday:
    - After School, 3:10-3:40 PM
  - Friday:
    - Before School, 7:15-7:45 AM
- Lunch detentions may also be issued.
  - After three tardies, students may be issued a lunch detention.
  - Lunch detentions will be held in Room 123.
  - Lunch detentions are only for tardiness/attendance infractions.

- The lunch detention supervisor will take attendance daily. If a student does not report to their mandatory lunch detention they will be located at lunch in the Commons to report immediately to Room 123.
- All school day rules apply to the detention room. Violations will be reported to the administration.
- No cell phones should be used during the assigned time.
- No restroom or locker passes will be issued once detention has begun.
- Students will be required to complete a reflection journal, to identify areas where students may need support to be more successful. Failure to successfully complete the journal will result in an additional detention.
- Bring materials to study, this is not a social time.
- If a student is absent on the assigned day, the detention must be served on the first available detention day he/she returns to school.
- Failure to report to detention as assigned will result in two detentions (missed detention).
- A third missed detention will result in a Saturday School.
- Sports practice, after school job, study hall, etc., is not an excuse to miss detention. Students are given at least two opportunities to serve a detention.

## **Guidelines for Saturday Detention**

- Saturday detention is held either at Saint Thomas Aquinas High School performing on-campus maintenance or off-site at Turnstyles performing community service. The student will be notified of the location prior to the Saturday date.
- Saturday Detention consists of 4 hours.
- Failure to attend a Saturday Detention will result in two additional Saturday Detentions being assigned.

## **Appeal Procedure**

- Any student who has been given a long-term suspension/expulsion, or his/her parents/guardian, may make a written request for a formal review of such action to the Appeal Panel of the Archdiocesan Commission on Education.
- This appeal must be made within ten (10) calendar days after the school's Hearing Team has made its written report of the findings.
- The student shall remain on suspension/expulsion during any such appeal.

## Dress Code

### Dress Code – Purpose:

- The purpose of a dress code is to respect the dignity of our school community in four main areas:
  - Equality:
    - The uniform is a symbol of equality of persons created in the image and likeness of God.
  - Uniform Appearance:
    - The uniform allows for a sense of community while promoting our school identity.
  - Respect:
    - Wearing a uniform shows pride and respect for our school family.
  - Costs:
    - Parents sacrifice to send their sons/daughters to Catholic schools. The uniform is intended to be a financial relief.
- General guidelines:
  - All students are required to wear school uniforms every school day except on designated STA “Spirit” & “Cause” days.
  - The administration will be the final judge of appropriate attire and appearance.
  - The administration reserves the right to adjust and/or add to this dress code during the school year. Students and parents will be notified of any changes.
  - Christian modesty is expected and will be followed. Extremes in dress or appearance will not be tolerated.
    - Christian modesty applies at all school functions regardless of where or when the activity takes place

### Dress Code – Options:

- Appropriate uniform attire can be purchased from the School Spirit Shop
- When possible, the uniform code is stated in the affirmative. Any garment not specifically stated is considered non-uniform.
  - Bottoms – 2 Options
    - Pants (Males or Females)
      - Color:
        - Khaki or Navy
      - Style:

- Straight or Pleated
  - 2 pockets in front, 2 pockets in back (inset pockets made from lining fabric)
  - No denim material
- Skirt (Females only)
  - Color:
    - Khaki or Navy
  - Style:
    - Kilt skirt purchased in the Spirit Shop
    - Hemmed no more than 3 inches above the knee
    - Tights/Leggings:
      - Solid navy or black color (no mesh, pattern, etc.)
- Tops – 3 Options
  - Shirts (Males or Females)
    - Color:
      - Solid white
      - Powder blue
    - Style:
      - Polo
      - Button down
      - Oxford
      - Short or long sleeved
      - Store or brand insignia allowed (Polo, Under Armour, etc.)
      - STA logo embroidered on left chest
  - Sweaters (Males or Females)
    - Color:
      - Navy
    - Style:
      - V-neck sweater vest with uniform shirt
      - V-neck long sleeve sweater with uniform shirt
      - Cardigan with uniform shirt
      - STA logo embroidered on left chest
  - Sweatshirts (Males or Females)
    - Color:
      - Navy

- Charcoal
- White
- Grey
- Style:
  - Embroidered crew neck with STA logo on left chest
  - Embroidered quarter zip with STA logo on left chest with uniform shirt
  - Screen printed crew neck

#### Dress Code – Guidelines:

- Females
  - Scarves or other accessories are not allowed
  - Skirts shall be hemmed, not pinned, stapled, or rolled at waist
  - Skirts should fit comfortably at the waist
  - Extremes in jewelry, hairstyles, and make-up (including nail polish) are not allowed
  - Leggings are allowed under uniform skirts only
  - Piercings in ears only
- Males
  - Belts with a traditional buckle are to be worn at all times
  - Pants should fit comfortably at the waist
  - Gentlemen shall be clean shaven daily.
    - Beards, mustaches, and extremes in grooming are not allowed
  - Hair should be short, neat, clean, and clear of eyebrows, off the collar, and off or clear of the cheeks
  - Earrings or other piercings are not allowed
  - Extremes in jewelry are not allowed
- Both Females & Males
  - Shirts should always be tucked in
  - Shoes/Sandals:
    - Sandals must have a strap around the heel
    - If worn with pants, boots may be worn under the pant leg only. If worn with skirts, boots may not come above the ankle.
    - No fur, crocs, clogs, mules, or slippers
  - Long-sleeved undershirts are not to be worn underneath a short-sleeved uniform shirt
  - Hair color must be a natural color

- No visible tattoos or markings on skin are allowed

#### Dress Code – Spirit Days:

- Some days throughout the school year will be designated as “STA Spirit Days.”
- On these days, students may wear the following:
  - Tops:
    - STA shirts, sweatshirts, and sweaters from the Saints Spirit Shop
    - STA athletic team, activity group, or club shirts, sweatshirts, or pullovers
  - Bottoms:
    - Only uniform bottoms are allowed

#### Dress Code – Day for a Cause:

- Throughout the school year, students may have an opportunity to participate in fundraising activities for a variety of causes (Maher walk-for-life, etc.).
- On these days, students may choose to wear the following:
  - Tops:
    - Shirt purchased for the cause
    - STA shirts, sweatshirts, and sweaters from the Saints Spirit Shop
    - STA athletic team, activity group, or club shirts, sweatshirts, or pullovers
  - Bottoms:
    - Jeans without holes - should fit modestly
    - Sweatpants or joggers
    - Uniform bottoms
    - No leggings are allowed

## Technology

#### Acceptable Use Policy:

- The school’s information technology resources, including email and internet access, are provided for educational purposes.
- It is the responsibility of each user to access only materials consistent with Catholic doctrine and the educational goals of the school.
- Adherence to the following policy is necessary for continued access to the school’s technological resources:
  - Users must respect and protect the privacy of others by:
    - Using only assigned accounts

- Only viewing, using, or copying passwords, data, or networks to which they are authorized
- Refraining from distributing private information about others or themselves
- Users must respect and protect the intellectual property of others by:
  - Following copyright laws (not making illegal copies of music, games, or movies)
  - Citing sources when using others' work (not plagiarizing)
- Users must respect and protect the integrity, availability, and security of all electronic resources by
  - Observing all school internet filters and posted network security practices
  - Reporting security risks or violations to a teacher or network administrator
  - Respecting data, networks, or other resources that do not belong to them, and only using resources with clear permission of the owner
  - Conserving, protecting, and sharing these resources with other users
  - Notifying a staff member or administrator of computer or network malfunctions
- Users must respect and practice the principles of community by:
  - Communicating only in ways that are kind and respectful
  - Reporting threatening or discomforting materials to a teacher or administrator
  - Refraining from accessing, transmitting, copying, or creating material that violates the school's code of conduct
    - This includes messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass
  - Refraining from accessing, transmitting, copying, or creating material that is illegal
    - This includes obscenity, stolen materials, or illegal copies of copyrighted works
  - Avoiding spam, chain letters, or other mass unsolicited mailings
  - Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project
  - Remembering that all student communications represent Saint Thomas Aquinas High School and thus reflect our mission.
- Users may, if in accord with the policy above:

- Design and post web pages and other material for in-class assignments
  - Communicate electronically via tools such as email, chat, text, or video conferencing
  - Use the resources for any educational purpose.
- Consequences for a violation:
  - Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources.
  - Further discipline may be imposed in accordance with the school's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

#### Supervision and Monitoring:

- The use of school owned information technology resources is not private. School and network administrators and their authorized employees will monitor the use of information technology resources to help ensure that users are secure and in conformity with the policy.
- Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and if appropriate, will furnish evidence of crime to law enforcement.
- The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access, bandwidth allowances, and priorities among competing acceptable uses.

#### Student Pictures:

- From time to time, school publications and our website use pictures of students, either individually or in context with some school activity. Any parent who does not wish their child's picture used must notify the school in writing before the start of the school year.

#### Student Surveys:

- From time to time, student surveys are given to gather data for Saint Thomas Aquinas and/or the State of Kansas.
- Any parent who does not wish their child to take a survey must notify the school in writing before the start of the school year.

Disclaimer of Liability:

- Saint Thomas Aquinas High School shall not be responsible for any material on a computer network, including the internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damages or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network.
- Electronic mail (e-mail) is not guaranteed to be private. System administrators do have access to all accounts on the “stasaints” domain and retain the right to obtain access to personal accounts on the network if warranted and deemed necessary by the administration.
- Students who violate school policies using any device on campus, or through use of their assigned Google account, are subject to disciplinary action.
- The school shall not warrant the functions of the system to meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall the school be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

## **Health & Safety**

### **Table of Contents**

- Emergency Medical Forms – 53
- Early School Dismissal Due to Illness – 53
- Prescription Medications at School – 53
- Usage of “Over-the-Counter” Medications – 54
- Building Access – 54

### **Emergency Medical Forms**

- Each student must have the required Emergency Medical Form on file in the school office.
- This form is included during the Registration process and must be completed each year in full before the enrollment process can be completed.
  - No student will be enrolled at Saint Thomas Aquinas until the form is completed and signed.

### **Early School Dismissal Due to Illness**

- Should a student become ill during the school day, he/she should report to the Nurse’s Office for evaluation. Parent(s) will be contacted by the school nurse if early dismissal is necessary.
- No student will be released from school without approval by the parent(s) or appropriate designated emergency contact person. Students must contact parent(s) from the Nurse’s Office.

### **Prescription Medications at School**

- Students taking any prescription medication must keep their medication in the Nurse’s Office in the original container.
- No medication will be given that is not properly labeled.
- No medications should be kept in a student’s locker at any time.
- Students with asthma are permitted and encouraged to carry inhalers with them during school hours and sports activities.
- When a student is required by a physician to take medication on a regularly scheduled basis (Ritalin, Insulin, etc.), he/she must inform the school nurse as soon as possible to establish a daily routine.

## **Usage of "Over-the-Counter" Medications**

- Students requiring any "over-the-counter" medications such as Tylenol, Advil, or any cold/allergy medications should report to the Nurse's Office.
- Medication will be dispensed under the direct supervision of the school nurse.
- Parents who prefer to provide specific medication for their child should bring it directly to the Nurse's Office in the original container, properly labeled, to be given as directed from the Nurse's Office.

## **Building Access**

- The building is open daily from 6:30 a.m. to 4:00 p.m.
- A moderator must accompany students in the building at any other time, including weekends. Exceptions must be made by an administrator.
- For the safety of our students and staff, the building remains locked during the school day. Visitors should enter the building by buzzing in at the Main Office located at the southwest corner of the building. You will need to sign-in at the office and receive a visitors' badge.