



ST. THOMAS AQUINAS HIGH SCHOOL

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**PARENT/STUDENT
HANDBOOK
2018-2019**



PARENT/STUDENT HANDBOOK 2018-2019 TABLE OF CONTENTS

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St. Thomas Aquinas High School Prayer

Lord our God and Creator of all,
bless us and our beloved
St. Thomas Aquinas High School community.
Watch over our students and alumni,
our faculty and staff, our parents and friends,
and all who have been a part of our school.
Through the intercession of St. Thomas Aquinas,
grant us a mind to know you, a heart to seek you,
the wisdom to find you, a conduct pleasing to you,
and a hope of embracing you.
We ask this through Christ, our Lord. Amen.
St. Thomas Aquinas, pray for us.

Vita Deo Verita
Life God Truth



Honor the Past • Embrace the Present • Envision the Future!

Introduction

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

Accreditation



AdvancED/SACS - since 1941
(Southern Association of Colleges and Schools)



AdvancED STEM Certification - 2018



Blackboard Certified

History and Philosophy of St. Thomas Aquinas High School

For over eighty years, St. Thomas Aquinas High School has established an outstanding reputation in the field of education in Broward County, in the State of Florida and throughout the United States. In its unique way, the school, in its many programs, has trained thousands of young people to assume responsible positions in the community.

The school, originally developed as part of St. Anthony's Parish, transferred to its present site in 1952 and became Central Catholic High School. In 1962, the name of St. Thomas Aquinas High School was adopted and continues to this day.

St. Thomas Aquinas High School, a Roman Catholic coeducational college preparatory school, embraces the Christian humanistic philosophy of Saint Thomas Aquinas, defining learning as the simultaneous and harmonious development of all facets of the human personality.

Within a faith-oriented environment and a four-year program of theological studies, students are guided by the teachings of Jesus Christ as handed down to us through the Catholic Church in Christian revelation. The study of the Gospel message, the history of the Church, and its experience in human society provide impetus and guidelines for instilling in our students an active awareness of and involvement in moral and social issues in the local, national, and global community. These ideals and objectives are supported and fostered by the St. Thomas Aquinas faculty and staff.

We recognize the role of parents as the primary educators and encourage parental participation and involvement in the school

wherever possible. We are committed to serving families in helping them attain their educational goals and believe that the home and school must work together in the formation of Catholic men and women.

As a college preparatory educational institution, we strive to instill in our students a love of learning and, at the same time, challenge them to think and act with responsible human freedom. The school seal of St. Thomas Aquinas High School depicts the sword of freedom, the torch as the light of Christ, the book of knowledge, and the Holy Spirit as the gift of Christ's presence among us.

Mission

Respectful of each person's self-worth, the St. Thomas Aquinas High School community, seeks to develop each student's God-given talents in a safe and caring atmosphere of sharing and challenge.

Vision

St. Thomas Aquinas High School is a four-year, college preparatory school, which educates young men and women according to the traditions of the Catholic faith. Through a comprehensive program of Catholic teachings, quality education and personal development, St. Thomas offers to its students religious experiences, academic challenges, innovative approaches, athletic programs, and social and cultural opportunities, and service to others. The entire program focuses on the individual student, made in the image and likeness of God, who receives attention, and affirmation.

Statement of Beliefs

- We believe that each person in our school community, having been created in the image and likeness of God, has dignity and importance.
- We believe that the entire school community shares in the responsibility to help all students develop their God-given talents to the best of their ability.
- We believe that the entire school community shares the responsibility of creating a safe atmosphere of caring, sharing, and challenge.
- We believe that students learn most effectively through diversified programs of educational opportunities, religious experiences, athletic programs, social and cultural opportunities, and service.
- We believe all individuals in our school community deserve personal attention and recognition.

Goals

St. Thomas Aquinas High School, in an atmosphere of discipline and order, strives:

- to model for our students the daily practice of Christian living;
- to invite our students to develop a personal relationship with Jesus Christ;
- to provide a program that serves the spiritual, cultural, physical, and academic needs of a diverse student population;
- to challenge our students to achieve academic success and excellence;
- to instill a sense of Raider pride and tradition in our school and community;
- to instill in our students a hunger to learn so that learning becomes a life-long commitment;
- to help identify and develop student leaders through the academic and extracurricular programs;
- to develop in our students a social conscience and a commitment to community service;
- to develop responsibility and self-confidence in our young people; and
- to develop responsible and literate digital citizens with the skills to retrieve and analyze information, create valuable output, and succeed in the technological world.

Academic Integrity

- St. Thomas Aquinas High School highly esteems the values of personal integrity and honor. All forms of cheating and plagiarism compromise the mission of the school and violate the provisions of this handbook. Violations include, but not limited to, the following:
- **Cheating** is the act or intent to deceive. The deceptive use of technology or a device (i.e. cell phone, smartwatch, laptop, air drop, etc.) will be considered cheating. Cheating includes copying another student's academic work, using a cheat sheet/ notes for a quiz/exam or evaluation.
- **Plagiarism** is representing the words or ideas of someone else as your own. Examples are failing to properly cite direct quotes, and failing to give credit for someone else's ideas.
- **Collusion** is the act of working together on an academic undertaking for which a student is individually responsible. Examples are: sharing information for assignments that are assigned to be completed individually.
- **Forgery** of any kind is a violation of the Academic Integrity policy. That includes the forging of parent/guardian signatures on any document.
- **Violation of Testing Procedures** refers to actions against standardized testing instructions, as well as any teacher's particular expectations. Traditional test taking behaviors are expected at all times.
- **Academic Dishonesty** is any act not specifically stated here that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the St. Thomas community.

- A violation of the Academic Integrity Policy will result in any, or all of the following consequences:
- The act/intent is reported to the Dean/Administrator;
- Parents are notified of the violation;
- The student receives a “0” on the assignment/evaluation;
- The student is placed on Academic Probation; and/or
- The student is subject to Administrative Review.

Academic Probation

The administration may place a student on Academic Probation at any time. The administration may use the following criteria for Academic Probation:

- Failures in two or more subjects at STA or a quarterly G.P.A. below 2.2;
- Three or more “unsatisfactory” marks in “Industry” for two consecutive academic quarters.

A review of each student’s Academic Probation status is conducted by the counselor/Director of Guidance at the end of each semester. The review may result in the termination of the probation or force Administrative Review.

Administrative Review

At the end of each semester, a student’s academic/disciplinary record is subject to Administrative Review by the Principal/administration. Academic performance, conduct, and industry are evaluated. The Administrative Review may result in probation or administrative withdrawal.

Academic Status Report

Parents are notified via email, at mid-quarter, when a student’s grade is below 70%. Parents are expected to communicate with the appropriate teacher regarding the insufficient grade.

Advanced Placement

All Advanced Placement students are required to sit for the Advanced Placement examination for which they are registered. The fee for each AP exam is set by the College Board and will be billed to tuition statements. Any AP student who does not take the AP exam in May, without Administrative approval, will forfeit the AP weight for each course.

Advanced Placement Programs of the College Board are offered in the following areas: Art History, Biology, Calculus AB, Calculus BC, Chemistry, Comparative Government and Politics, Computer Science A, Computer Science Principles, English Language and Composition, English Literature and Composition, Environmental Science, European History, French Language and Culture, Human Geography, Italian Language and Culture, Latin, Macroeconomics, Music Theory, Physics 1, Physics C: Electricity and Magnetism, Physics C: Mechanics, Psychology, Spanish Language and Culture, Spanish Literature and Culture, Statistics, Studio Art: 2-D, Studio Art: 3-D, Studio Art: Drawing, United States Government and Politics, United States History, and World History.

Anti-Bullying Policy

The administration expects that if a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school Principal/dean.

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- physically, emotionally, or mentally harming a student;
- damaging, extorting or taking a student's personal property;
- placing a student in reasonable fear of emotional or mental harm;
- placing a student in reasonable fear of damage to or loss of personal property; or
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

a. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyberbullying or other verbal or written conduct. Cyberbullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email

messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;*
- ii. on any bus or vehicle as part of any school activity; or*
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.*

3. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be

unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Asbestos Hazard Emergency Response Act Parent Notification Letter 2018

Prior to the end of 1988, all schools of the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA). As required by federal law, the three (3) year cycle for asbestos re-inspection has been completed. Schools within the Archdiocese of Miami were re-inspected during the 2018 school year by the firm of ARS Environmental, Inc. St. Thomas Aquinas High School was found to be in full compliance with federal standards.

If further accordance with AHERA 40 C.F.R. 763.93(g), asbestos related documentation is available without restriction for your inspection at the school's administrative office of at the Archdiocese of Miami Pastoral Center, 9401 Biscayne Boulevard, Miami Shores, Florida.

Attendance

It is the parents' responsibility to monitor their student's attendance. The STA academic calendar contains 180 days exclusive of holidays. Students are expected to be in attendance every day of the school year. Students must be in school unless an absence has been excused for one of the following reasons:

- Illness of the student
- Bereavement
- Permitted Absence: arrangements have been made at least three (3) days in advance with the attendance office and approved by the Principal.

All other absences will be deemed unexcused. Parents are reminded that there are no school-sanctioned "skip days."

Report an Absence Due to Illness

If a student is to be absent from school due to illness, a parent must telephone the school within 24 hours (954-327-2196) between 7:00 a.m. and 9:00 a.m. to explain the absence of the student. If a call is not received from a parent, the student is marked unexcused, and a note signed by the parent must be presented to the Dean's office within 24 hours. If a note is not presented within 24 hours, the absence will remain unexcused. Parental notes and phone calls are often verified by a phone call from the Dean's Office.

In the event of an extended or repeated illness (for five (5) or more days) a doctor's medical release for readmission to school is required.

A student who is absent from school is not allowed to participate in extracurricular/sports activities which take place on the day of absence. The final determination rests with the Administration. Students must attend 3 classes in order to participate in extracurricular/sports activities that day.

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Request a Permitted Absence

If a student must miss school for any reason other than illness a note from the parent should be presented to the Attendance Office at least three (3) days in advance requesting a permitted absence.

Students who are requesting a permitted absence for three (3) or more days to take a trip, to participate in a community sponsored activity, or be absent because of unusual circumstances, must complete an "Excused Absence Form." These forms are available from the Principal's Office. Requests for a permitted absence affecting a student's semester exam schedule are not allowed without the prior approval of the principal.

Absences from school, for other than illness, are detrimental to the student's best interest. Travel should be arranged in such a way as not to interfere with the time the student should be in class. Such activities should occur during vacation time or after school hours.

Make Up Classwork

All tests and quizzes missed due to an absence must be made up. It is the student's responsibility to confer with the teacher concerning makeup work, tests and quizzes. Makeup work, tests and quizzes must be completed within three (3) days, not including the date of return for credit. Failure to complete make up work, test or quizzes within three (3) days will result in zero for the missed make up work, test or quiz. An extension may be granted at the teacher's discretion. In the case of a prolonged excused absence (five (5) consecutive days or more), arrangements for make-up work, tests and quizzes are coordinated through the Guidance Department.

Excessive Absences

The Administration views excessive absences as jeopardizing a student's academic performance and may result in probation

or administrative withdrawal. Consequences for excessive absences also apply to Enrichment classes, those before and after school. The administration and the Dean address excessive absences as follows:

- Absences totaling seven (7) days of school or seven (7) classes of the same subject in one semester is considered excessive and may have academic consequences. The Dean's office will notify the parents and student after the student is absent seven (7) classes or days.
- Any student missing more than a total of ten (10) days of school or ten (10) classes of the same subject in one semester will be asked to make up the time in order to receive academic credit for that semester. Make up time may involve professional tutoring, summer school, and or such supervision as determined by the Administration. Please be aware that parents will be responsible for all attendant costs. In the event that the total number of missed classes or school days reaches fifteen (15) in any semester, the Administration may take appropriate action, including but not limited to, requiring the student to enroll in Catholic Virtual School or Administrative withdrawal.

Early Dismissals

Early dismissals are discouraged. Requests for early dismissals must be submitted to the Attendance Office, 24 hours in advance, via email or written document and must contain a parent/guardian contact number for verification. Any request submitted the morning of the early dismissal is not approved unless the parent contacts the Attendance Office. The parent/guardian must report to the Attendance Office to sign the student out. School security may restrict parent access to Campus during the change of class.

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Parents must assume responsibility for furnishing transportation to any appointments. Other students are not dismissed from school to provide transportation.

After arriving on campus a student must receive written permission from Dean/Attendance office or the Nurse in order to leave.

Tardiness

A student arriving after 8:05 a.m. will be deemed tardy. The student must report to the Attendance Office to secure a late pass. The student will also be issued a detention, which must be served within 48 hours. The only excused tardies that would exempt a student from a detention is one that is accompanied by a doctor's note. It is the parents' responsibility to monitor their student's timely arrival at school. As a courtesy, the Dean's Office will contact the parents and the student via email when a student has been tardy for a total of seven times in a semester. Students who are tardy ten or more times in a semester will be subject to administrative review.

Excused From Class

Students shall not be permitted to be excused from class except in an emergency. Any student out of a classroom must have a pass from the teacher. If a student becomes ill during the school day, the student MUST REPORT to the nurse and request permission to go home. A parent must be notified before the student is dismissed. Another student is never permitted to drive an ill student home. Only a parent or guardian, immediate family member, or person designated on the emergency card may take a student home.

Blackboard

Blackboard (Bb) is the STA Learning Management System. Bb allows student and parent access to student academic information and progress. We hope the Blackboard system brings about a dialogue between parents and student and, if needed, between parent and teacher. The STA Administration expects consistent and constant monitoring of student academic progress via Bb throughout the academic year.

Bullying/Harassment & Investigation Disclosures

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim.

Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Bus

Students who ride on a St. Thomas Aquinas High School bus or a school-chartered bus must observe all of the rules and policies that are observed on campus. Bus riders, both on the bus and at the bus stop must conduct themselves in accordance with rules of behavior outlined in this handbook. Failure to do so will result in disciplinary action.

Cafeteria

The daily schedule includes four lunch periods. Students must show concern for others by leaving the cafeteria clean and free from refuse and litter. At all times behavior and manners in the cafeteria should reflect the courtesy and refinement learned at home. Lack of cooperation results in appropriate disciplinary action. Students may not purchase food during class time.

The consumption of candy, drinks or food of any kind is prohibited in the classrooms.

Campus Ministry

The Campus Ministry Office seeks to work with the entire faculty and student population in developing the spiritual purpose and mission of the school by offering each student an organized spiritual program whereby God's grace might lead all of us closer to the Lord. Campus Ministry's primary inspiration is the Gospel of Jesus Christ in the lives of students.

The school-wide celebration of Mass takes place at various times throughout the school year. These times include Holy Days and other special occasions. A Mass or Communion Prayer Service is celebrated daily at 7:20 a.m. in our school chapel. During the school year, various religious programs (Penitential Services, guest speakers from the Archdiocese of Miami and the community) enhance the regular Theology program.

The Encounter Retreat is a two-day, off-campus program for Seniors. The Junior Retreat is offered off campus once each semester. The Retreat Program will offer the students the opportunity to deepen their personal relationship with Our Lord and thus to lay a basis for a much deeper spiritual growth and development in their lives.

Students are encouraged to take an active part in their own parish by serving as Eucharistic Ministers, lectors, altar servers, and CCD teachers. Opportunity is given during the year for students who have not received the Sacrament of Initiation to prepare to do so. These classes will enable them to celebrate and receive the Sacrament of Initiation in their parishes at the appropriate time.

After administrative review, students with excessive absences, tardies, and/or disciplinary referrals may forfeit their privilege to attend Encounter or the Junior Retreat. Students attending the Encounter or the Junior Retreat will wear their complete STA uniform on their day of departure. Students must be in school the day prior to and the day after the Retreat.

Retreat opportunities are also offered throughout the year for Freshman and Sophomore students.

A Night of Fellowship is a once-a-month opportunity for students to gather for a time of prayer and fellowship. Nights of Fellowship are led by our Ministry class students.

Students who participate in the Campus Ministry program serve as peer leaders for our Retreat program and in the local church community, through service, eighth grade retreats and Confirmation Retreats given at local schools and parishes.

Cell Phone & Headphone/Earpiece Usage

Cell phones must be turned off and stored during school hours. The only exception would be during the student's lunchtime in the cafeteria or on the patio. Any student phone usage during school hours, outside of the student's lunch period, must be with Dean or Administrator permission. Headphones and earpieces of any kind are prohibited during school hours.

Repeated non compliance with the STA cell policies will result in a parent conference with the Dean and may result in denial of on campus cell phone privileges and/or additional disciplinary action.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Classroom Decorum

Students are expected to respect the academic environment of the classroom, including homeroom, at all times. No food or drink consumption permitted in the classrooms. Students are to be in their seat and attentive when the late bell rings and are not to leave the room until the bell rings to end the class. Students are expected to adhere to all behavior guidelines. Communication with the teacher regarding attendance and academic issues is the responsibility of the student.

Clinic

The clinic is available to all students who become ill or require first aid during the school day. In order to provide prompt medical assessment and treatment to students, adherence to the following policies and procedures is necessary:

1. The student needs to request a pass from the teacher to gain entry to the clinic. The nurse will consult with the parent as needed after the student is evaluated.
2. If the student needs to be dismissed early from school due to a medical issue, he/she will only be released to the parent, guardian or designee listed on the Health Emergency Card.
3. If the student drives to school, he/she will only be discharged from the clinic with verbal consent from the parent, guardian or designee listed on the Health Emergency Card.
4. Students leaving school due to an illness or injury will be dismissed from the clinic not the attendance office.

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5. Parents of students who have special health needs, chronic health conditions, or require medication must discuss the particulars with the nurse.
6. See the medication protocol stated in this handbook.

College Advising & Florida Bright Futures

Advanced Placement and Dual Enrollment College Credit

Every college and university has their own policy for granting college credit taken in high school. Advanced Placement and/or Dual Enrollment credit may not be honored at all post secondary institutions.

College Application Handbook & Early Decision

Seniors and parents have read and acknowledge the college application policies outlined in the College Application Handbook that was distributed in the spring of junior year. If a senior applies Early Decision to a college and gets accepted, the School Counseling and College Advising Office cannot send transcripts to any additional schools.

Florida Bright Futures Scholarship

- Eligibility Requirements
 - Florida Academic Scholarship
 - 3.5 recalculated Bright Futures core GPA
 - 1290 SAT or 29 ACT
 - 100 community service hours

- Florida Medallion Scholarship

- 3.5 recalculated Bright Futures core GPA
- 1170 SAT or 26 ACT
- 75 community service hours

- For detailed requirements, descriptions and the Bright Futures Handbook, visit <http://www.floridastudentfinancialaid.org>

- Students and parents are responsible for filing their own Florida Bright Futures Scholarship application. All test scores must be sent directly from the testing agency. Students must request test scores be sent to one of Florida's 12 state universities or Florida state colleges (public community colleges) when the student registers for the ACT®/SAT® so the scores will be sent to the FDOE repository. Students can also mail an official copy (no photocopies) of the test scores in the original sealed envelope to the attention of 'Home Ed' at the address:

Florida Department of Education
Office of Student Financial Assistance
Florida Bright Futures Scholarship Program
325 West Gaines Street, Suite 1314
Tallahassee, FL 32399-0400.

Computer Use

In order to insure the security of the STA campus parents and students are expected to report computer security risks or violations to the Principal/dean. This includes the use of all social media and technology platforms, on and off campus.

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

- 1. Respect and protect the privacy of others:
 - a. Use only assigned accounts and passwords;*
 - b. Do not share assigned accounts or passwords with others;*
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;*
 - d. Do not share or distribute private information about yourself or others.**
- 2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;*
 - b. Report security risks or violations to the school principal;*
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;**

- d. Do not disrupt the operation of the network or create or place a virus on the network;*
- e. Conserve and protect these resources for other students and Internet users.*

3. Respect and protect the intellectual property of others:

- a. Do not infringe on copyright laws including downloading or copying music, games or movies;*
- b. Do not install unlicensed or unapproved software;*
- c. Do not plagiarize.*

4. Respect the principles of the Catholic school:

- a. Use only in ways that are kind and respectful;*
- b. Report threatening or discomfoting materials to the school principal;*
- c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);*
- d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);*
- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;*
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;*

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- g. Do not send spam, chain letters or other mass unsolicited mailings;*
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.*
- i. Do not engage in any form of cyberbullying.*

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are

responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

Dell Chromebook Computer Policy

- The use of the Chromebook is limited to educational purposes under the guidelines of the STA Mission, Vision Statement, Statement of Beliefs, and Goals as set forth in the Parent-student handbook.
- Students must use THEIR assigned Dell Chromebook.
- Students are responsible for bringing THEIR Chromebook fully charged and operational to every class every day.

Continued...

- Students are responsible for the care and working condition of the Chromebook.
- The student is responsible for any costs related to the loss, theft or damage of the Chromebook not completely covered by insurance.
- Students will immediately report any damage, loss, or theft of their assigned Chromebooks to the Technical Support Office.
- Do NOT tamper with the Chromebook in anyway as it WILL void the warranty.
- Any type of sticker, writing or defacing the Chromebook may void the warranty.
- Full review of the warranty may be read here [Dell Chromebook Warranty](#)

Conduct

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Respect shall be shown towards all students, faculty, and staff members at all times. Students have a right to a safe environment. They are not to be threatened or frightened by other students. Demeaning, degrading, obscene, or sexual remarks or actions to

another student or teacher are considered serious violations of our school philosophy. Representation of, and/or behavior, that is considered counter cultural, socially unacceptable, or against school beliefs and values are subject to disciplinary action. It is the practice of St. Thomas Aquinas High School to cooperate with law enforcement officers that contact the school in the course of any criminal investigation.

Stealing is not tolerated. Students guilty of this offense will be subject to disciplinary procedures and must also make restitution.

Fighting is not tolerated. Any student involved in fighting on campus or at any school-sponsored activity is subject to suspension and/or probation or Administrative withdrawal. Students who provoke such actions will be subject to additional consequences.

Language unbecoming a Christian young lady or gentleman is not tolerated. Such behavior reflects disrespect for the student and lack of consideration for others who may be offended by unbecoming, foul, or obscene language. Students who verbally abuse other students, faculty/staff members, or threaten them with physical harm are subject to the disciplinary procedures of the school.

Dignity of the Individual

The protection, safety and dignity of each student and staff member is paramount. Whether during the school day or at any other time, it is essential that we seek to assure the health and good name of each individual. In keeping with our Catholic values, deliberate defamation of others will not be tolerated. The use of social media is strongly discouraged when it violates the mission of the school and is harmful/hurtful. Each person will be held accountable for his/her actions. Assaults, threats, or the invasion

of the personal space of another student, faculty or staff members will not be tolerated. Violations of these policies will be dealt with in the most serious manner, resulting in suspension and possible expulsion.

Discipline

Disciplinary measures include, but are not limited to, disciplinary probation, detention, Administrative review, suspension and/or withdrawal and expulsion. These measures may be imposed separately or progressively as the situation indicates. Students who are persistently troublesome, habitually unruly or uncooperative, or students who refuse to improve after repeated counseling make themselves unwelcome at St. Thomas Aquinas High School. The school retains the right to discipline students and refuse re-enrollment at St. Thomas. If the Administration deems the situation of a serious nature, the student may be asked to withdraw from school immediately.

The Administration or the Dean's Office reserves the right to interview any student at any time regarding investigations of infractions of school policies or rules at school or at school sponsored events without prior parental notification or permission. The Administration or the Dean's Office may request any student to provide information regarding such an investigation either orally or in writing. Failure to comply will result in disciplinary action. Any student who makes a false statement when providing oral or written information will be subject to disciplinary action.

Detentions are given for lateness to school, uniform violations, disciplinary referrals, and other infractions as determined by the Administration. Students will serve detentions within 48 hours. Failure to do so will result in a Saturday detention. Students who receive or have accumulated 3 or more unserved detentions in a

marking period may receive additional consequences including Saturday Detention, in-school or out-of-school suspension, and/or disciplinary probation.

At the discretion of the Administration, a student may be placed on suspension.

Drug and Alcohol Policy

The STA Administration is committed to enforcing a drug and alcohol policy that is educational. The intent is to provide a safe school environment while increasing student awareness and provide assistance to families when possible. The administration reserves the right to administer random/announced drug and alcohol tests during the school day or at STA sponsored events including but not limited to requiring a student to submit a hair sample. The school may invite the drug canine unit from the local law enforcement agency to enter campus for drug detection purposes.

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

Continued...

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

Dual Enrollment

Dual Enrollment courses include: World Religions, Multi-Cultural Studies, Philosophy II, Ethics, Calculus III, and Differential Equations. All fees for Dual Enrollment courses must be paid to the university by the completion of the third week of the semester. Failure to do so will result in the student's being withdrawn from the class.

Emergency Communication & Procedures

The choice for emergency communication procedures rests with the Principal. Email, phone calls, and/or text messaging will be used for emergency communication. Postings to the STA website and Bb will be used in "non-emergency" situations. St. Thomas Aquinas High School will consider the decisions of the Broward

County School Board. However, the ultimate decision rests with the STA Administration, with approval from the Archdiocese of Miami Department of Schools.

Fire drills are held as required by law and in cooperation with the Fire Marshal's requests. Every fire drill must be taken seriously. When the alarm sounds, the building must be evacuated by everyone immediately. Silence is maintained throughout the drill—leaving and returning. Students should follow the route posted in each classroom. Students who do not adhere to the required directions will be subject to disciplinary action. Lock-down and tornado drills are also conducted to insure the safety of our school community. St. Thomas Aquinas High School fully cooperates with the Ft. Lauderdale Police Department and the Broward County Sheriff's Office. From time to time, the school grants permission to local agencies for training purposes.

Event Behavior and Dress

Students should dress appropriately and tastefully at all St. Thomas Aquinas High School events. When appropriate, specific dress codes are posted and must be strictly followed. Students who dress inappropriately may be denied admission to the event and be subject to disciplinary action.

Students are responsible for their guests' behavior and appearance at all school events. Only students currently enrolled at St. Thomas Aquinas High School may attend St. Thomas dances; the only exception is the Senior Prom. All guests at the Senior Prom must complete the non-STA guest permission form, under the age of twenty-one, and if still in high school be a current 11th or 12th grade student. All non-STA Prom guests must show proof of age by means of a

valid Driver's License. All participants must conform to appropriate conduct and decency. Students must be in attendance at school the day of the event.

Unless otherwise stated, the following dress codes provide parents and students the primary dress guidelines for school events on/off campus. Dress code violations will be addressed on site by the dean/administrator. Disciplinary action will result. Extreme violations could result in student not being admitted to the event, Saturday detention and/or suspension.

Be sure to refer to event info on Bb/STA website for details regarding specific events (i.e. bag check, ID requirements, check-in, permission forms, cost, etc.)

FORMAL (Prom)

Required for ladies:

- Floor/ankle length dress
- No extreme plunging necklines
- No exposed bare midriff, side cutouts, or visible undergarments
- No slits above straight arm fingertip length

Required for gentlemen:

- Formal suit/tuxedo, collared dress shirt & tie required
- Dress shoes (no athletic/gym shoes)
- No hats, canes, jeans
- Well-groomed and clean-shaven. No earrings.

HOMECOMING

Dress for ladies:

- Formal length dress OR straight arm/fingertip at the thigh length dress.
- Dressy shoes/sandals

Unacceptable:

Visible undergarments, extreme cleavage, exposed bare middle, flip flops, athletic shoes

Dress for gentlemen:

- Dress shirt & tie
- Dress pants & belt
- Dress shoes

Unacceptable:

Hats, canes, athletic shoes, jeans

INFORMAL DRESS CODE (Ring Day Mass, honor society inductions, awards dinners/ceremonies, Baccalaureate Mass, etc.)

Required for ladies:

- Maxi skirts/dresses or dress pants/pantsuits.
- Jacket, sweater, or sleeved blouse must cover the shoulders. No tank tops, thin strapped, or low cut tops are permitted.
- Dress shoes/sandals with backs are required. No flip-flops, sneakers, crocs, etc.

Required for Gentlemen:

- Dress pants, belt, dress shoes and socks collared dress shirt & tie.
- Dress shoes (no sneakers, flip flops, crocs, etc.).
- Well-groomed and clean-shaven. No earrings.

Field Trips

Participation in a school sponsored field trip is a privilege. A student can attend a field trip if in good standing academically and behaviorally, and free of excessive absences/lates. In order to attend a field trip, students must present all required forms by established due date. The STA uniform will be worn on all field trips, unless decided otherwise by an administrator. Student behavior during field trips is to reflect the policies in the Parent-Student Handbook. Any incidence of misbehavior will result in administrative action, including, but not limited to, Saturday detention, probation, suspension, loss of senior privileges, including prom attendance, graduation exercises, and senior breakfast attendance, and/or prohibited from future field trips.

Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

Fundraising

No student may individually solicit funds on campus or in the school's name. Students may face disciplinary action for such behavior. All fundraising efforts must receive approval from the Assistant Principal of Student Affairs. The Administration reserves the right to stop all unapproved fundraising efforts immediately, secure and distribute the funds to a worthy cause.

Grade Point Average (G.P.A.)

The G.P.A. is calculated using semester grades only and posted officially on the grade report each semester. The letter grade is converted to a quality point number as follows:

A = 4 quality points

B = 3 quality points

C = 2 quality points

D = 1 quality point

F = 0 quality points

The weighted G.P.A. is the sum of quality points per course (including appropriate honors/AP weight below) divided by the potential semester credits. Honors, Advanced Placement, and Dual Enrollment courses are assigned added weight as follows:

* = .5

** = 1.0

*** = 2.0

Grading

Grade reports are issued quarterly, four (4) times a year at the end of each grading period.

A formal parent/teacher conference is held at the end of the first quarter.

All classes, except Personal Fitness (Satisfactory or Unsatisfactory), receive a numerical grade.

Any middle school student passing a high school-level course may be granted a high school credit with a numerical grade. The grade is included in the G.P.A.

Also, students must maintain a semester 2.0 G.P.A. (unweighted) in order to participate in athletics or extracurricular activities.

Credits are determined on a semester basis. A passing grade of 60% allows a student to earn one-half (0.5) credit each semester in a given course.

The grade received by students reflect their success in meeting the teacher requirements and expectations within a particular area of study. Course grades are as follows:

- 90 – 100 Excellent (A)
- 80 – 89 Above Average (B)
- 70 – 79 Average (C)
- 60 – 69 Below Average (D)
- 50 – 59 Failure (F)

The Conduct Grade is reflective of how students conduct themselves. Any infraction of conduct will adversely impact a student's conduct grade as well as frequent disruptive behavior and a disregard for stated rules. The Conduct Grade reflects the following:

- (1) Excellent: Student always follows classroom/school rules and procedures without being reminded.
- (2) Good: Student usually follows classroom/school rules and procedures without being reminded.
- (3) Satisfactory: Student usually follows classroom/school rules and procedures when reminded.
- (4) Unsatisfactory: Student frequently disregards classroom/school rules and procedures. Consequences have been ineffective in resolving behavioral issues.

The Industry Grade is reflective of how students apply themselves to the learning process. A student's failure to complete assigned work, to pay attention during class time, and to follow directions are but a few circumstances that may result in a low effort grade. The Industry grade is applied as follows:

1. Excellent: Student's academic performance significantly and consistently demonstrates mastery and application of course standards taught to date.
2. Good: Student's academic performance consistently demonstrates growth in mastery and application of standards taught to date.
3. Satisfactory: Student's academic performance demonstrates fundamental growth in mastery and application of standards taught to date.
4. Unsatisfactory: Student's academic performance does not demonstrate fundamental growth in mastery and application of standards taught to date.

An Incomplete Grade may be given only at the end of the first and third quarters if a student has been absent due to illness, injury, or reason approved by the Administration. All outstanding assignments and assessments must be completed within three (3) weeks of the new quarter.

Graduation Academic Distinctions

The **Valedictorian and Salutatorian** of the graduating class are determined at the end of the third quarter marking period of the Senior year. The student with the highest GPA will be named Valedictorian. The student with the next highest GPA will be the Salutatorian. The following criteria will determine these awards:

- highest weighted cumulative average;
- completion of all credit requirements;
- all courses taken at STA, all transferred middle school grades, grades from Early Bird and Enrichment courses, and all administratively approved FLVS grades;
- eligible students must have been in attendance at St. Thomas Aquinas High School from the beginning of the Sophomore year and remain enrolled three (3) consecutive years; and
- disciplinary record free from suspensions and attendance record free from truancy.

The distinction of **Summa cum Laude** will be bestowed on students with a weighted G.P.A. of 5.0 or higher, at the end of the third quarter grading period of the Senior year (7.5 semesters). All courses taken at STA, all transferred middle school grades, grades from Early Bird and Enrichment courses, and all Administratively approved FLVS grades will determine Summa honors

Graduation Requirements

Participation in the graduation ceremony requires satisfactory completion of all school requirements and is at the discretion

of the Administration. Receipt of the diploma presumes that all academic requirements have been met and that the student has satisfactorily participated in the graduation ceremony. The requirements for graduation are as follows:

- All required courses for graduation must be taken at St. Thomas Aquinas High School;
- Minimum 24.5 credits (24 must be STA credits without Principal approval);
- Students must be enrolled full time, a minimum of six (6) subjects each year;
- A cumulative 2.0 unweighted G.P.A. is required to be eligible for a diploma; and
- Regardless of whether the total number of credits accumulated to date meet or exceed the minimum credit requirements the student must be enrolled as a full time senior year student at STA to be eligible for participation graduation ceremonies and a diploma.

Theology	(4)
English	(4)
Mathematics	(4)
Science	(3)
Social Studies	(3)
World Languages	(2) same language, 2 years at STA
Electives	(2)
Fine Arts	(1)
Personal Fitness	(.5) completed prior to August 1st Sophomore year
Health	(.5) completed prior to August 1st Sophomore year
Online Course	(.5)

Harassment and Discrimination

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Hazing

St. Thomas Aquinas High School has a zero tolerance policy on hazing, whether it be on school grounds or during a school-sponsored activity. According to Section 1006.135 of the Florida statutes, hazing is defined as "...any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student at a high school with grades 9 through 12 for purposes, including, but not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could

adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student."

Homeroom (HR) and Primetime (PT)

Students are expected to be timely and maintain appropriate classroom decorum in Homeroom (HR) at all times. Students are expected to stand for prayer and pledge, participate fully and respectfully in all activities. Any student not in the halls during the HR period must possess a Hall Pass. Students will be assigned a Conduct and Industry grade for Homeroom. These grades will be used in the evaluation of a student's disciplinary record.

PrimeTime (PT) is a mandatory academic session that occurs during HR. Students are expected to be seated, quiet, and attentive for all presentations. Presentations cover a variety of topics. However, the majority of presentations focus specifically on standardized testing strategies.

Freshmen, Sophomore, Junior PrimeTime

STA PrimeTime presents standardized testing strategies to underclassmen students, during homeroom Monday through Thursday, on regular scheduled school days. Quarterly exams, relative to the presentations, will be administered in English and Math. Each exam will be worth a test grade in the appropriate course. The exam is approved by the testing coordinators, department chair, and/or administration. The HR teacher is responsible for facilitating the presentation of the content. Review and Q & A of testing content may take place after some presentations.

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Senior PrimeTime

Senior PrimeTime sessions Monday through Thursday Will focus on college counseling and academic work with the Guidance Counselors.

On Fridays seniors will view I-Broadcasts on relevant “Interesting, Inspiring and Informative” topics.

Honor Roll

To qualify for the quarterly Honor Roll, a student must achieve the following weighted G.P.A.s:

Principal’s Honor Roll4.50 G.P.A. or above

First Honors4.00 G.P.A. to 4.49 G.P.A.

Second Honors3.75 G.P.A. to 3.99 G.P.A.

No student receiving a (4) “unsatisfactory” in Industry or Conduct or a failing grade is eligible for Honor Roll.

Hours

The school is open for all students at 6:45 a.m. After 4:00 pm daily, all students who are still on campus are restricted to the front of the gym for pickup. The main entrance gates are closed at 4:00 p.m. daily.

Main Office Hours

School Days 7:00 a.m. - 3:00 p.m.

Campus Store Hours

7:00 a.m. - 3:00 p.m.

ID/Lanyard

Students are required to wear the current STA ID & lanyard at all times. Replacement ID/lanyards are available for purchase (\$3) in the Campus Store before/after school. A detention will be assigned to students who do not have the proper identification during the school day.

Immunizations

The Archdiocese requires, that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician’s certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

Locks & Lockers

The student is responsible for all personal property while on campus, including use of lockers. The school is not responsible for any loss or damage to any student’s property. There are limited number of lockers available for student use in homerooms. Personal Fitness and athletic lockers are to be locked at all times. Only STA locks may be used on STA lockers. Personal Fitness/athletic locks will be issued by the teacher/coach. Other locks may be purchased in the Campus Store. The administration reserves the right to search student lockers at any time without notice.

Lost and Found

All lost articles are brought to the Dean's Office. Items can be claimed, within 2 weeks, with proper identification. Students must be responsible for protecting their property at all times.

Medication Guidelines

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen) and as authorized in writing by the school.

Non-Custodial Parent/Student Records

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. *The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.*
Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

Continued...

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply

with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Online Courses

The State of Florida requires that ALL students take a 0.5 credit on-line course in order to receive a high school diploma.

The earliest a student can register for an online course for high school credit is June 1 following his/her 8th grade year.

The deadline for registration is June 30th.

After registering for an on-line course through FLVS, verification from an STA guidance counselor is required before the registration process is finalized.

All on-line courses must be taken through the Florida Virtual School (FLVS).

Online courses must be completed before August 1st of the student's sophomore year.

Only one of these, STA approved courses can be taken:

Life Management Skills (Health)

Driver Education/Traffic Safety

Career Research and Decision Making

Earth and Space Science

Open Admission Policy

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Parking and Driving on Campus

The school provides security for the gated parking areas on campus. Administrators, law enforcement, teachers/staff, and school security will report security and behavior issues when observed. Behavior that may appear to compromise the dignity of the student or be in violation of this Handbook, in any way, will result in disciplinary action including detention, suspension, or administrative withdrawal. The administration reserves the right

to determine what is, or is not, appropriate behavior in a Catholic school. Students are forbidden to loiter in or around vehicles on campus at any time. Social gatherings, of any kind are forbidden, in or around cars at any time.

Although the perimeter of the school is patrolled by the City of Ft. Lauderdale Police, the school maintains that student behavior expectations, as stated in this Handbook apply to these areas. Students are expected to report any accidents, incidents, or damage that occurs in the school garage, school parking lot or school grounds to the Assistant Principal of Student Affairs or Dean. When the administration deems necessary, these reports will be directed to the police officer on campus or the proper authorities for resolution.

Driving and parking on St. Thomas Aquinas High School property is considered a privilege. The administration reserves the right to deny that privilege to students who violate STA parking policies. The school is not responsible for any vehicle or its contents. Student vehicles must be registered and a parking decal must be purchased annually from the Student Activities Office. All cars must visibly display the valid decal at all times during the school day. Owners of vehicles without decals will be fined and administrative action will result.

- Vehicles should be locked at all times.
- The posted speed limit on campus, for all vehicles, is 5 m.p.h.
- Drivers are expected to obey directives from local law enforcement and school security while driving on and around campus.
- Numerous school zones and traffic surround the school and speed limits are enforced.
- Parking in marked disability spaces without a valid permit is subject to fines as posted.

- Marked faculty and visitor parking areas/spaces are reserved exclusively.
- Student vehicles may be searched randomly.
- Loitering in the parking areas before/after school is prohibited.
- Students are not permitted to enter the parking areas or attend to their car during the school day without permission from the Dean's Office or an administrator.
- Writing on or vandalizing vehicles is prohibited on campus.
- Any student who exhibits unsafe driving witnessed by any administrator, teacher, security, or staff will lose parking privileges on campus and will face disciplinary action.
- Reckless driving is not tolerated and disciplinary action will be taken as well as notification and engagement with law enforcement when appropriate.

Participation in School Athletics/Organizations

The school recognizes the following sports, activities and clubs:

Honor Societies:

International Thespian Society
 National Art Honor Society
 National English Honor Society
 National Forensic League
 National French Honor Society
 National Honor Society (Veritas Chapter)

National Honor Society for Dance
 National Italian Honor Society
 National Latin Honor Society
 National Mu Alpha Theta (Math) Honor Society
 National Science Honor Society
 National Spanish Honor Society

National Technical Honor Society
 Quill and Scroll
 Rho Kappa (National Social Studies Honor Society)
 Tri-M Music Honor Society

School Clubs:

Aquinas Kindness
 Art Club
 Best Buddies International
 Campus Ministry
 C.A.R.E.
 Chess Club
 Crossroads (Music Ministry)
 Digital Art Club
 Forensics & Debate
 French Club
 Friends of St. Francis Assisi
 Future Business Leaders
 Future Healthcare Professionals
 Interact
 Junior Classical League
 Marching Band/Orchestra/
 Concert Band

Marine Biology Club
 Military Affairs Club
 Model United Nations
 Photography Club
 Raider Review (Digital Publication)
 Raiders for Life
 Recycling Corps
 Silver Knights
 Social Justice
 Spanish Club
 STEM (Robotics/Engineering)
 Student Council
 STAsis (Film Club)
 Thespians (Drama)
 Veritas (Yearbook)
 Witness for Christ (Liturgy Ministry)

Major School Activities:

Annual Auction
 Art Shows
 Back-to-School Night
 Cailini
 Cappies Drama Awards

Catholic Schools' Week
 Class Masses
 Close Up, Washington, D.C.
 Drama Productions
 Encounters and Retreats
 Freshman Forum
 Grad Day
 Homecoming Week
 & Dances
 Honor Society Inductions
 & Service Projects
 Math Field Day
 Miami Herald
 Silver Knight Awards
 Open House
 Parent Teacher Conferences
 Pep Rallies
 Senior Ring Mass
 Senior Sunrise Family Mass
 Senior Thanksgiving
 "Feed a Family" Mass & Project
 Voter Registration Drive

Dances:
 Freshman & Sophomore
 Homecoming
 Junior & Senior Homecoming
 Sadie Hawkins
 Senior Prom

Athletics:
Varsity
 Baseball
 Basketball–Boys & Girls
 Bowling–Boys & Girls
 Cheerleading
 Cross Country–Boys & Girls
 Football
 Golf–Boys & Girls
 Lacrosse–Boys & Girls
 Soccer–Boys & Girls
 Softball
 Swimming–Boys & Girls
 Tennis–Boys & Girls
 Track–Boys & Girls
 Volleyball–Boys & Girls
 Water Polo–Boys & Girls
 Wrestling

Junior Varsity
 Baseball
 Basketball–Boys and Girls
 Cheerleading
 Football
 Golf–Boys
 Lacrosse–Boys & Girls
 Softball
 Soccer–Boys & Girls
 Volleyball–Girls
 Wrestling
Freshman
 Baseball
 Basketball
 Football

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. Parents, by executing this acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.

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The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Participation in athletic activities includes: pre/post-season conditioning, open gym, tryouts, practice, and competition. Prior to participation in any sport, the following must be on file in the Athletic Office: Pre-participation Physical Evaluation Form (annually after June 1), Consent and Release from Liability Form with proof of insurance, Parent Permission Form, Concussion and Heat-Related Illness Form, Affidavit of Compliance with Policy on Athletic Recruiting (transfer students only), and Club Participation Form (Freshmen and transfer students only). These forms are available in the Athletic Office. Additionally, a Baseline Concussion Test must be performed and all students must take three (3) courses on-line: Concussion in Sports, Sudden Cardiac Arrest, Heat Illness Prevention. Completion certificates must be submitted to the Athletic Office prior to competition.

The weight room and fitness center are open to all St. Thomas Aquinas High School students who have the above listed participation forms on file in the Athletic Office. The usage of these facilities is allowed only under proper supervision.

Students who are absent during the school day, or are suspended from school, may not participate in any practice or athletic event that afternoon or evening.

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing

everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director or the decision of the moderator, in consultation with the Principal, is final. Parents are encouraged to help their students understand that not everyone will be selected.

The athletic program is under the jurisdiction of the Florida High School Activities Association and is a member of Broward County Athletic Association. Students must meet the standards of academic achievement as set forth by the FHSAA and St. Thomas Aquinas High School.

In order to participate in marching band, dance team, flag corps, cheerleading, and athletics, a student must maintain a unweighted cumulative grade point average of 2.0.

High standards of citizenship reflective of the Christian person are expected from the student-athlete at St. Thomas Aquinas High School. These standards must be demonstrated not only during the season of activity but during the entire school year.

The school believes proper citizenship should be demonstrated by both the student-athlete and his/her coaches both on and off campus. Therefore, if a student or coach is involved in any incident that would cast an unwholesome reflection on the school and its athletic program, the student or coach will be subject to the disciplinary procedures of the school and any applicable FHSAA fines.

The Florida High School Athletic Association (FHSAA) has authorized a minimum of \$500 fine to be assessed for storming the playing field, court or pool during or after an athletic event. This fine will be increased based upon the severity of the incident. Individuals who violate this rule will be assessed the fine. The student will also be subject to the school's disciplinary policies.

Personal Space

Assaults, threats, or the invasion of the personal space of faculty/staff members or other students will not be tolerated. Violations will be dealt with in the most serious manner, resulting in probation, suspension and possible administrative withdrawal.

The teacher's desk is their private domain. Students must respect the right of privacy of each teacher. Removal of any property from a teacher's desk, without teacher permission, may be cause for administrative withdrawal.

Printing Services

Copy services are available for a nominal fee in the Campus Store. Students should follow printing instructions on Bb for timely printing.

Privacy Statement

St. Thomas Aquinas High School values the privacy of EVERY administrator, faculty, staff member and student with respect to all school related information, data and all Google information including email and stored files. The school and its authorized personnel may monitor the use of information technology resources to help ensure that ALL users are secure and in conformity with this policy. The school reserves the right to examine, use and disclose any data found on the school's information networks or on any technological devices used by administrators, faculty or students on campus in order to address any administrative concerns. It may also use the information in disciplinary actions and may furnish evidence to law enforcement.

- How We Protect Your Personal Information – St. Thomas Aquinas High School takes reasonable steps to protect ("Personal Information"). The school uses technology and processes to secure your Personal Information. These technologies and methods increase the security and privacy of information traveling to, from and within the St. Thomas Aquinas School network.
- The Collection and Use of Personal Information – You do not need to provide any information that identifies you to use the St. Thomas Aquinas High School website. You can visit our website without telling us who you are or revealing any personal information. If you do provide us with personal information, we may store and process that information so we may use the information to contact you. We will also use your personal information to better understand your needs and how we can improve our products and services.

Private Tutoring, Coaching or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

Probation

The Administration may place any student on Disciplinary Probation for a severe or continuous infraction of school policy. The length of the disciplinary probation is determined by the Administration. The guidelines of the probation, including the time-line of the probation, are contained in detail in the Probation Contract. At the conclusion of the probation period, the student's record is reviewed and either the probationary status is ended or subject to Administrative withdrawal.

Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Remediation

The Principal reserves the right to determine the options available for remediation.

When a student receives a semester grade of "D" or "F" in a course taken at St. Thomas Aquinas High School, the student, with administrative approval, may remediate that semester grade in a summer session at Saint Thomas Aquinas High School. The new

grade earned is calculated in the GPA in place of the "D" or "F" which is bracketed on the student transcript indicating its replacement.

There will be no summer school remediation for an AP or Dual Enrollment course.

Students who desire forgiveness for a "D" or an "F" must take that remedial course at STA in the summer session that immediately follows the academic school year in which the grade was received.

Respect for School Property

Care of school property is every student's responsibility. A spirit of pride in the beauty of the school should prompt all students to contribute their share in keeping the classroom, cafeteria, halls, stairways, and bathrooms clean. Damage resulting from carelessness requires restitution. A student defacing school property may be punished according to the seriousness of the damage, even to the point of administrative withdrawal. If students find anything out of order, they should report it to the dean, administrator, or Principal immediately.

Scheduling and Changes

Each student is scheduled individually for the upcoming academic year. The selection of courses follows departmental guidelines and consultation with teachers and parents. Students are given oral and written information regarding requirements and elective opportunities. Scheduling requests are subject to scheduling conflicts and/or class size limitations. Every effort is made to satisfy each student's course needs and requests.

All students take a minimum of six St. Thomas Aquinas classes each year.

Any student taking and passing a college credit course does not receive St. Thomas Aquinas High School credit (with the exception of approved dual enrollment classes).

The decision for all class changes rests with the Administration. Schedule changes must be completed by the end of the third week of the first quarter of the course. Specific teacher preference is not a justifiable consideration for a class change. A schedule change fee (\$150) will be assessed. The Administration may require a schedule change, which is exempt from the change fee.

School-Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

- Oversize bags/suitcases will be checked when STA Administration or law enforcement deems necessary.
- The STA administration reserves the right to secure a student cell phone and review its content.

Semester Examinations

Comprehensive examinations are given at the end of each semester. Semester exams, 70 minutes in length, are administered as scheduled. Senior second semester exams are 50 minutes in length. All student financial records must be current in order for students to be cleared for exams.

Service Learning Policy

The STA Administration and Faculty support the Service Learning Policy, which is grounded in terms as set by the Archdiocese of Miami Department of Schools. We firmly believe in the benefits that result when students develop the heart of a servant leader. The minimum hours stated below are just that. Excelling beyond the minimum is how STA students are best known.

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Service Hour Minimum Requirements

- **25 hours PER YEAR** while enrolled at STA (transfer student records are evaluated individually)
 - 9th grade 25 hours
 - 10th grade 50 hours
 - 11th grade 75 hours
 - 12th grade 100 hours
- **100 total hours** to be eligible for Graduation & Florida Bright Futures Scholarship;
- Failure to meet the required minimum hours will result in the student account being placed on hold (schedule hold, Blackboard access denied, diploma and transcript hold, and/or administrative review);
- All service hour document submissions are subject to STA Integrity Policy disciplinary action and administrative review; and
- Graduating seniors are awarded a Service Medal for the accumulation of more than 500 hours to the STA Community.

Service Hours:

- can be posted by the student, for non-STA service, via **ServiceTrack**;
- completed as part of an STA project/activity will be posted by the STA teacher, moderator, coach;
- must benefit STA or a recognized/approved **501 C 3 non-profit organization** as listed as "approved" on the STA website;
- must be submitted when the service is completed; and
- must be current by the end of Summer Institute to avoid the student account to be on hold.

Theology Course Requirements:

- A service learning reflection paper will be part of the 3rd quarter Theology grade.
- If the minimum service hour is not met by the posted deadline, the 4th quarter grade will be an Incomplete, until the requirement is met.

Acceptable Service Hours:

- STA event, project, club activity with STA faculty/staff supervision
- Approved church or religious school activity or project with official not-for-profit status
- **Recognized/approved 501 C 3 not-for-profit organizations (see the STA website)**

Unacceptable Service Hours:

- Donations of canned goods, baked goods, toys, books, magazine etc.
- Fostering of animals, regardless whether for an agency or independent service
- Individual teacher/staff/coach assistance at any school/office
- Park/recreation coaching or staffing, unless STA approved
- Work in an office or place of business (i.e. doctor/dentist, attorney, realtor)
- Paid positions/internships, babysitting, day-care assistance, animal care, dance studio, karate classes, professional athletic events, etc.

Sexting

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include Administrative withdrawal. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

Sexual Harassment

Sexual harassment, requests for sexual favors, and other verbal, visual or physical conduct based on sex, constitute sexual harassment. Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing” or “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another’s body. Sexual harassment should be reported to the dean, Principal or administrator. Student actions or even the intent to display acts of sexual harassment of any kind are subject to disciplinary consequences as determined by the Principal, including Administrative withdrawal.

Signage and Banners

Only school-related or club signs and banners may be posted on campus and must have prior approval by the club moderator or Assistant Principal for Student Affairs.

Smoking/Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include Administrative withdrawal.

STA Trademarks

No person(s) may use the St. Thomas Aquinas High School or STA name/logo without authorization from the Principal and Supervising Principal. No one may publish, either digitally or in print, any photo or video containing St. Thomas Aquinas High School students without permission of all parties involved.

Student Council (STASC)

Student Council is comprised of Sophomore, Junior, and Senior students elected annually by each class and the student body. Strict academic and disciplinary qualifications determine eligibility for nomination on the STASC ballot. A student’s GPA, discipline record, and service hour status are the factors that the Administration uses to evaluate candidates for ballot eligibility. Students on probation/suspension may be denied ballot eligibility as determined by the Administration. Ballot qualifications and election procedures are posted on Bb prior to the initiation of

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the ballot application process. Officers elected to STASC positions must maintain exemplary academic and disciplinary status throughout the term of office to avoid suspension or removal from the position.

Summer Institute

Enrichment courses are offered during the weeks immediately following final exams in June. These semester courses (.5 credit) provide the student with the opportunity to enhance their academic profile. The procedures and policies of this Handbook apply during Summer Institute.

Suspension

Parents will be notified by the Dean when their child has been suspended. This action takes the form of an in-school and/or out-of-school suspension. It is the student's responsibility to contact his/her teacher for assignments missed. All work must still be made up by the student for credit. After the suspension, the student is placed on probation. The Administration reserves the right to deny the suspended student participation in and/or removal from any leadership position in any athletic/extracurricular activity (i.e. Student Council, National Honor Society, athletic team/captain, club membership/officer, etc.)

Teaching Boundary Safety

All students in Archdiocese of Miami (ADOM) schools are presented two Teaching Boundary Safety lessons each academic year. These required lessons are a component of the ADOM Safe Environment Policy. Lessons are approved and required by the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People. The lessons are developed to empower students to recognize inappropriate behavior and establish their own appropriate relationship boundaries.

Telecommunications

- Repeated misuse of a cell phone will result in a parent conference with the Dean and may result in cell phone use on campus prohibited and/or Administrative withdrawal.
- Students are prohibited from enabling any telecommunications device as a "hotspot" for ANY wireless capable devices provide by the school for educational purposes.
- Unauthorized use of any electronic devices is strictly prohibited; this includes Apple watches, personal computers, wireless enabled devices and cell phones.
- Students can not use telecommunications devices to access any unauthorized any site, location, or information including but not limited to network shares, Internet content, wireless networks, Google accounts, and passwords.

- The audio or video recording of classroom conversations, lectures, activities, etc. are forbidden without the teacher's permission.
- Violations of telecommunications may result in disciplinary action, including the loss of a student's privilege to use the school's information technology and/or resources and disciplinary consequences at the Administration's discretion, including Administrative withdrawal.

Games

- The viewing or playing of games during school hours is prohibited. This includes electronic or web based games. The only exception would be an in-class activity or any other activity approved by Administration or a faculty member.

Google

- Google Apps for Education service provides email services to support the educational, administrative and faculty activities of St. Thomas Aquinas High School. Google Apps for Education will serve as the official communication by and between administrators, faculty, staff and students of St. Thomas Aquinas High School.
- St. Thomas Aquinas High School Gmail accounts are the only approved e-mail service that is to be used for ALL related school information while employed at the school or attending the school as a student.
- Do NOT access any school Gmail account other than yours, unless authorized to do so by administration or faculty member.
- Always use appropriate language in ALL e-mail exchanges.

- Do NOT send spam, chain letters, or other mass unsolicited mailings from ANY school e-mail account.
- Do NOT intentionally send any virus, worms, hoaxes or corrupted files to any member of administration, faculty, staff or student body.

Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian

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Threats of Violence

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- 1. Immediate suspension from the school;*
- 2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.*
- 3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;*
- 4. The school should inform the Department of Schools of these cases*

The school may submit an informational report to the police. School Administrators, under the direction of Ft. Lauderdale Police Department and the Broward County Sheriff's Office, will hold every person who makes a threat to the school accountable to the full extent of the law. Parents and students are responsible for knowing the proper use of social media and the lasting criminal consequences that arise from using it in such a way that threatens the safety of others. Students and parents are encouraged/responsible to report suspicious behavior or postings to local law enforcement or school administrators. Disciplinary action may

include suspension and/or administrative withdrawal. Parents and students are expected to report security risks or violations to school administration or law enforcement.

Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

It is the responsibility of the parent to notify the Dean/Administrator when a student will be transported using a commercial service during the school day. The school holds no responsibility/liability for this decision or the transportation. The parent is solely responsible to and from all school events on/off campus.

Truancy

During the school day all students must be present in each class which they are scheduled. If a student is not in class, he/she needs to have permission from a teacher or an administrator to be out of class that accounts for their time and location. Any student that does not have this permission will be considered

“skipping class”. The consequences for skipping class will be a Saturday detention and loss of credit for any assignment including tests that the students missed. A student who is truant all day or any part of the day is given an automatic suspension when he or she returns to school. Repeated truancy may be cause for expulsion.

Undocumented Students

A student’s enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

Uniform

- Detentions will be assigned for uniform violations.
- Multiple uniform infractions will result in Dean/Parent conference, probation, suspension, and/or withdrawal.
- Drawing/writing on any part of the STA uniform is a uniform violation.
- Students may be required to change into the proper uniform attire and parents notified.

Pants: Khaki or Navy pants, available only at Debbie’s Uniforms; worn at the waist. In the event of an injury, which prohibits

the uniform pants to be worn, students are permitted to wear sneakers and shorts below the thigh.

Belt: Black or brown belt required when the shirt is tucked in.

Shoes: Sperry topsiders only available in the STA Campus Store.

- The uniform shoe must be worn as students enter the school campus.
- Worn properly, avoiding the heel of the foot exposed.
- Flip flops are not permitted.
- Socks are required.
- Students who are unable to wear the uniform the shoe due to an injury or for medical reasons must submit a doctor’s note stating the diagnosis and length of time the alternate shoes must be worn. The student must wear a “shoe pass lanyard” during the approved time to avoid a detention.

Shirt: The navy, tan, blue/white uniform shirt, is available in the STA Campus Store only, and must be worn at all times.

Outerwear: official STA school or team/club jacket only.

Hair (Boys): Well groomed and not to extend below the collar or cover the eyes.

- No exotic hairstyles or colors or completely shaved heads.
- No facial hair is allowed. Sideburns must be limited to the bottom of the ear.

Hair (Girls): Extreme hair style or hair coloring is not permitted.

Jewelry (Boys): No earrings, tongue/nose jewelry may be worn during the school day. Band-aids or spacers may not be worn to cover them. Visible body piercings are not permitted.

Jewelry (Girls): No more than 2 rings, 2 earrings, 2 bracelets, 2 necklaces. No dangling or large hoop earrings. No tongue/nose jewelry may be worn during the school day. Band-aids or spacers may not be worn to cover them. Visible body piercings are not permitted.

Headdresses, hats, bandannas, beads, waist chains, visible tattoos and counter-culture symbols are unacceptable.

Use of Photos

*The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgment of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.***

Additionally, Parents, by executing this acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

Visitor Access

Visitors include potential, current and former parents, students, alumni, and other adults. In order to provide and maintain a safe environment for members of the St. Thomas Aquinas High School community, the school administration enforces a rigid protocol. The following guidelines apply to all visitors on campus while school is in session:

- All visitors, including parents, alumni and other adults during school hours enter the campus via the main entrance, at the Main Office and sign in with STA security officer;
- Visitor passes, issued after a security clearance with a valid I.D., are to be visible while on campus;
- All visitors must wear school appropriate attire in order to be allowed on campus;
- Security will notify the personnel associated with the visitor;
- Visitors may not visit classrooms, teachers, or students without prior approval of an administrator;
- Visitors may not use any of the school's facilities during school hours or after school if students are present;
- Security personnel may use their discretion in denying access with administrative approval;
- Parent/guest access to school personnel/offices during the change of classes is prohibited; and
- Ride-share services are discouraged. When necessary, with parent permission, the service will be directed to the Security Desk during school hours. Food delivery services are not permitted and will be turned away.

Weapons Policy

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be subject to Administrative withdrawal. Any item used to threaten or cause bodily harm may be considered a weapon.

**Liability Waiver and Marketing Release for the
STA Virtual Reality Lab and Augmented Reality Use**

We, hereby waive and release, promise to hold harmless and ceaselessly discharge St. Thomas Aquinas High School and all of its members, faculty, staff, employees, vendors, contractors and subcontractors, of and from any and all claims, demands, causes of action or injury, lawsuits, damages, and liabilities, of all natures, whether it is known or unknown, in law or in equity, that I may have or ever have in the future while participating in any on campus Virtual Reality Lab and Augmented Reality experience, class or training session.

I understand that injuries could possibly occur as a result of the use of the Virtual Reality and/or Augmented Reality equipment. On behalf of myself, my family, and representation, I waive all claims for damages done to myself or my property whether the incident is caused by an ordinary negligence of the released parties mentioned or otherwise.

By signing this waiver, I take a full responsibility and waive all claims of personal injury and damage to personal property while participating in any activities, functions, or work associated with the St. Thomas Aquinas Virtual Reality Lab and/or Augmented Reality.

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. By executing this liability waiver and marketing release, the Student and Parents HEREBY CONSENT, authorize and grant permission to St. Thomas Aquinas High School, Xennial Digital, or duly authorized representatives to photograph or videotape student participants and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, We, by executing this liability waiver and marketing release, HEREBY RELEASE, St. Thomas Aquinas High School, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student photos.

**St. Thomas Aquinas High School
Parent-Student Handbook Acknowledgment Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

_____	_____	_____	_____
(Signature Parent/Legal Guardian)	(Date)	(Signature Student)	(Date)
_____		_____	_____
(Print Parent/Legal Guardian Name)		(Print Student Name)	(Grade)



PARENT/STUDENT HANDBOOK 2018-2019

Last Edited 11/30/2018



ST. THOMAS AQUINAS HIGH SCHOOL

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