



St. Anthony High School

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Important Phone Numbers

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***Dedicated to the honor and glory of Saint Anthony of Padua,
Patron of our school and parish community.***

PARENT-STUDENT HANDBOOK

*This **Parent-Student Handbook** is for use by St. Anthony High School parents, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes.*

The Principal and Administration reserve the right to amend the Parent Student Handbook at any time. Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

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1. INTRODUCTION TO THE PARENT STUDENT HANDBOOK

Welcome to the Parent Student Handbook of St. Anthony High School. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Sections of this Parent Student Handbook are particular to St. Anthony High School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the [Archdiocese of Los Angeles Handbook](#).

2. GENERAL INFORMATION

2.01 MISSION STATEMENT & PHILOSOPHY

Mission

The Mission of St. Anthony High School is to provide an affordable, co-educational college preparatory Catholic education to students from diverse cultural and economic backgrounds in the Long Beach area, through spiritual, academic, and co-curricular programs that enable them to become productive members of a complex technological and global society.

Philosophy

St. Anthony High School, located in Long Beach, California, is a four-year, Catholic, college preparatory, co-educational, parish high school which serves students with diverse ethnic, academic, social and economic backgrounds in the Long Beach, South Bay, and surrounding areas.

The school endeavors to form a faith community among parents, faculty, and students by:

- Providing an atmosphere which fosters Catholic values and helps students develop as knowledgeable and involved Christians
- Fostering an academic climate whereby students of varying abilities are offered educational and career opportunities
- Providing for the needs of the students by integrating academic opportunities, a social and spiritual environment, counseling services, and athletic and co-curricular activities that develop the whole person
- Offering structure and discipline to increase student awareness of their social and individual responsibilities

The Faculty and Staff are committed to:

- Preparing students to enter an increasingly challenging, complex, secular, and technological society with a thorough program which integrates intellectual development and skills acquisition
- Encouraging students to become more aware of the message of Christ and of their own dignity and self-worth through a variety of experiences

- Developing in the students a greater appreciation for multiculturalism so that they can better serve the local and global community in the realization that in diversity there is dignity
- Supporting parents in their role as primary educators
- Maintaining professional standards; modeling the faith life and exemplifying the teachings of Jesus Christ and the Church

Goals and Objectives

Religious: Develop an interest and understanding of the Church doctrine, scripture and tradition, and the spiritual relationship with Christ by:

- Providing a four-year curriculum in Religious Studies
- Employing teachers who are models of their faith and of the Philosophy and Mission statements
- Having a Campus Ministry program that unites the school community in a spirit of prayer and service
- Proclaiming the Gospel message in the light of the Catholic tradition
- Working with students in preparing for liturgical and para-liturgical celebrations, retreats, Christian Service, and spiritual growth through prayer services
- Teaching students how to cultivate a relationship with God
- Helping the students recognize the relevance of Christian values in their faith centered lives

Moral: Integrate Christian truth and values into daily life by:

- Providing a positive, disciplined atmosphere which will enable students to develop respect for themselves and others, as well as public and private property
- Encouraging students to apply Christian morality to their daily decision making
- Modeling a spirit of a true Christian community among school personnel
- Incorporating Christian values within all areas of the curriculum

Academic: Develop the knowledge and skills needed by the student for higher education and lifelong learning by:

- Hiring qualified teachers
- Providing a well-balanced, challenging, flexible program of study
- Assisting students in identifying academic courses suitable for their range of development and completion of school requirements
- Enabling students to set study goals and priorities consistent with course objectives
- Encouraging parental involvement in monitoring student progress and home study
- Helping students develop post-secondary and career goals
- Capitalizing on the learning styles of students by using a variety of instructional strategies

Physical: Develop proper physical and emotional fitness habits by:

- Providing mandatory health and physical education classes
- Providing information according to Catholic teachings in subjects related to Substance Abuse, AIDS, and Human Sexuality
- Providing a well-balanced athletic program which promotes competition and sportsmanship
- Developing the total person, emphasizing the relationship between physical health and emotional well-being
- Assisting students in developing their emotional health and well-being

Cultural: Foster an appreciation of self-expression through the curriculum by:

- Providing an exposure to the world of literature and performing arts by teaching diverse and appropriate methods of self-expression through the liberal arts curriculum
- Cultivating an appreciation of nature and the environment through Arts and Science
- Providing a forum for visual and performing arts

Emotional: Assist students in developing their emotional health and well-being by:

- Providing individual, group, and family counseling with either a licensed therapist or intern on a voluntary basis
- Training peer-counselors to assist their fellow students
- Providing appropriate referrals to community professionals when needed
- Providing educational awareness to students and faculty on relevant mental health issues such as Substance Abuse, violence, and race relations

Social: Develop in the students' mutual respect, cooperation and positive inter-personal relationships by:

- Encouraging greater involvement in co-curricular activities and clubs
- Offering a variety of social activities
- Cultivating a spirit of teamwork and cooperation

2.02 INTEGRATED STUDENT OUTCOMES (ISOs)

Mindful of our school mission and guided by our Catholic faith and values, by graduation, St. Anthony High School students will be:

SPIRITUALLY ENRICHED...

- Knowledgeable of the Catholic faith, teachings, traditions and sacraments
- Understanding of Gospel Values in their daily lives
- Responsive to prayer, reflection, and bearing witness to Christian action in the world

ACADEMICALLY READY...

- Prepared with knowledge in literature, arts, math and sciences
- Capable, coherent and creative communicator in written and spoken language
- Able to discover, experience, and conceptualize learning
- Proficient in reading, both critically and for content
- Ready for advancement to a four-year college/university, or other pursuits of choice

INTELLECTUALLY EQUIPPED...

- An analytical and abstract thinker and an effective listener in a range of subjects
- Experienced in using critical thinking skills in academic and daily life
- Able to influence and initiate ideas and knowledge into action
- Knowledgeable about events and social issues locally, nationally and globally

NATURALLY EXPRESSIVE

- Adept with interpersonal relations in a variety of roles and settings
- Appreciative of varied arts and cultural perspectives

- Involved in life of the school such as clubs, organizations, and activities
- Responsible and reliable, accepts duties and challenges, perseveres in face of difficulty
- Self-disciplined, self-directed, commitment to personal growth

TECHNOLOGICALLY PREPARED...

- Current in technological methods and programs for research and academic work
- Able to synthesize information with technological media
- Is a model digital citizen
- Competitive in an ever-changing world

SOCIALLY CONSCIOUS...

- Able to apply Gospel values throughout the decision-making process and in difficult or complex situations
- Respectful of diversity and tolerance for differences
- Appreciative of community bonds— family, friends, school, work, church, society
- Dedicated to social justice & community service; a contributor of personal time, skills, and resources

2.03 SCHOOL HISTORY

St. Anthony High School—A Brief History

St. Anthony High School was founded as a co-educational college preparatory parish high school in 1920 by St. Anthony Parish and a group of visionary Catholics who believed that the City of Long Beach needed a high school to support the education of Catholic families in the greater Long Beach area. The Sisters of the Immaculate Heart of Mary were the first teachers and administrators. In 1941, the high school was divided into two single-gender schools with the Immaculate Heart Sisters continuing in the Girls High School, and the Brothers of Holy Cross from the University of Notre Dame instructing in the Boys High School. The two schools flourished as co-institutions and, together, became the largest Catholic high school west of the Mississippi River by the 1960s. In 1969, the Sisters of the Immaculate Heart gave up their teaching ministry, and the two schools merged back together again as one co-ed high school. In 2005, St. Anthony became an Archdiocesan-managed high school reporting directly to the Department of Catholic Schools. Since 2001, when the school's enrollment was at an all-time low of 180 students, millions of dollars have been invested for curriculum and program expansion and facilities renovations, and enrollment has increased. In 2010, St. Anthony was among the first high schools in the Archdiocese of Los Angeles to institute a fully implemented one-to-one iPad Program, based on the school's advanced technology infrastructure. Nine years later, that initiative enabled the school to smoothly transition to remote online learning during the COVID-19 Pandemic. In the 2020-2021 school year, the school celebrated its 100th Anniversary, a milestone achieved by few Catholic schools. In 2023, a rebuilt stadium and athletic facilities were dedicated at the St. Anthony Athletic Complex on Clark Avenue. Today, the school is well-positioned for continued contribution and success in its second century, providing quality, college-preparatory Catholic education to students coming from all neighborhoods in the greater Long Beach area.

SCHOOL SYMBOLS

St. Anthony High School – *Our Symbols*

School Colors:	Purple and White
School Motto:	<i>Spes Nostra</i> —Our Hope
School Nickname:	Saints
School Mascot:	Saint

Alma Mater:

Hail, hail fair Alma Mater,
Hail to the purple and white.
Hail to St. Anthony's,
Our hearts keep thy memories bright.
Ever faithful, ever true,
May our lives enrich thy fame.
Through the years we shall renew,
The glory of thy name.

2.04 ACCREDITATION

Accreditation

St. Anthony High School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Affiliations

St. Anthony High School is a member of the following organizations:

- National Catholic Education Association (NCEA)
- College Board
- California Association of Private School Organizations (CAPSO)
- Western Catholic Education Association (WCEA)
- Western Association of Schools and Colleges (WASC)

2.05 CODE OF CHRISTIAN CONDUCT

Code of Christian Conduct for Students and Parents

The complete Archdiocesan Code of Christian Conduct for students and parents/guardians can be found [HERE](#).

The expectations of the Code of Christian Conduct for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal. The school may find it necessary, in its discretion, to require parents/guardians to withdraw their student.

2.06 ADMINISTRATION, FACULTY, AND STAFF DIRECTORY

Please access the Administration/Faculty/Staff Directory on the school website for a complete list of administrators, teachers and staff: [Directory of Personnel](#)

2.07 SCHOOL CALENDAR & SCHEDULE

School Calendar

A calendar of student activities, athletic competitions, and school events can be found on the school website at: [School Calendar](#)

School Schedule

St. Anthony High School follows a rotating block schedule. Four blocks meet each day. Refer to the [School Calendar](#) to see which blocks are meeting on a given day.

The bell schedule can be found on the school website at: [School Schedule](#)

Break/Lunch - Food Services

St. Anthony High School contracts with a licensed, outside food service company to provide breakfast, lunch and snacks to students.

Breakfast and lunch are available from the cafeteria before school, at break, and during lunch, between the hours of 7:00 AM and 1:05 PM. The cafeteria is closed during class hours and passing periods.

The consumption of food and drink is restricted to the outdoor areas except on rainy days when a change in eating locations may need to be made. All left-over food, drink containers and food wrappings are to be placed in the recycle and trash containers. Only closed containers of food and drink may be brought into the building or stored in lockers during the day. Under no circumstances is food ever to be left behind in lockers. Loss of locker privileges will result if a student violates this policy. Only bottled water is allowed in the building.

If a parent is bringing lunch to school for his or her student due to “forgetfulness”, the parent must bring the lunch to the school office for pick-up. The office will contact the student regarding the delivery. Food may not be delivered “over the fence” to the students. The perimeter of the school grounds is closed to students during the school day.

2.08 SCHOOL MAP

A map of the school can be found here: [Saint Anthony High School Diagram](#)

2.09 SCHOOL WEBSITE & SOCIAL MEDIA

School Website, Social Media

St. Anthony High School must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

[Website](#)

[Facebook](#)

[Instagram](#)

[TikTok](#)

[Twitter](#)

[YouTube](#)

2.10 ZERO TOLERANCE POLICY FOR SEXUAL MISCONDUCT

The Archdiocesan Zero Tolerance Policy for Sexual Misconduct can be found [HERE](#).

2.11 SAFE ENVIRONMENT TRAINING FOR YOUTH AND CHILDREN

The Archdiocesan Policy on Safe Environment Training for Children and Youth can be found [HERE](#).

The safe environment responsibilities of the school leadership can be found [HERE](#).

2.12 GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

St. Anthony High School adheres to the Archdiocesan Guidelines for Adults Interaction with Minors in order to ensure a safe environment. These guidelines can be found [HERE](#).

2.13 BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Every year, the *Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth* must be distributed to, reviewed by,

and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth.

These guidelines can be found [HERE](#).

A student may not begin Christian Service Hours without submitting the form linked [HERE](#).

2.14 DRESS/UNIFORM CODE

Dress Code

St. Anthony High School's standardized uniform provides a positive influence upon the overall school environment. The purpose of the student dress code is to promote a sense of dignity and pride, which is inherent in the values expressed in our Christian Philosophy. It fosters a disciplined atmosphere that contributes to the learning process and security of the school. The dress code, including grooming and hair styles, is based upon modesty, neatness, and cleanliness. School officials have the right to determine whether a style of dress, grooming, or a style or length of hair is appropriate or in keeping with the school's dress code and philosophy.

Uniform items may only be purchased from **Norman's Uniforms (310) 832-8342**, unless otherwise noted below. The School Code is 620. The website is <https://normansuniforms.com/>.

The St. Anthony High School Dress Code is to be adhered to at all times. It is the responsibility of the parents and the students to ensure that each student arrives and leaves school and SAHS events in compliance with the St. Anthony High School Dress Code. Daily admission may be denied to students with dress code violations that cannot immediately be brought into compliance. An email will be sent to notify parents/guardians, so that the violation can be corrected. Dress code violations are a part of the school disciplinary code and infractions will result in disciplinary action. Parent conferences and probationary status will be arranged for continued noncompliance of the dress code.

Below is the standard policy for dress, grooming, and hair style. ***If an item is not listed in the handbook as acceptable, then it is unacceptable***, and the student will be asked to change or may be sent home to change attire.

Please note that Senior privileges may slightly alter the dress code for the seniors only. Faculty, staff, students and parents will be notified if and when senior privileges are ineffect.

General Guidelines

- All clothing must be properly fitted at all times. Pants, shorts and skirts must be fitted to the waistline.
- Pants and shorts must be neat, properly hemmed, without split side seams and free of any holes or tears.
- Garments must not be excessively tight.
- "Altered" garments are not acceptable.
- No undergarments should be visible at any time.
- Only SAHS-approved outerwear may be worn during cold/rainy weather.

Regular School Uniform

Pants

- Khaki (beige) pants. *Only Norman's Uniform or Dickies brand of khaki pants are acceptable.*

Walking Shorts

- Khaki Walking Shorts. *Only Norman's Uniform or Dickies brand are acceptable. Boy's shorts must have at least a 9½ inch inseam and must not be longer than 2 inches below the knee. Girl's shorts must have at least a 7½ inch inseam and must be no more than 4 inches above the knee. Shorts may not be rolled.*

Shirts

- SAHS-Issued or Norman's White or Purple Polo.
- Norman's White Oxford Long or Short Sleeve.
- Authorized SAHS team/club/spirit shirts may *only* be worn on alternate dress and spirit shirt days.
- Uniform shirts must be worn under outerwear.

Sweatshirts

- Norman's or SAHS-Issued White, Purple or Gray. *Sweatshirts may not be worn underneath a polo or oxford shirt.*
- SAHS issued/approved hooded sweatshirts. *Hoods may not be worn at any time in class and in school buildings during the school day.*

Belts (Optional for Regular Uniform; required for Mass Attire)

- Properly fitting uniform belts, canvas or leather, black or brown *only*. Standard belt buckle, no special designs.

Skirts

- Norman's plaid uniform skirt (*no shorter than 2 inches above the knee*). Modesty shorts or tights must be worn underneath.

Jackets/Sweaters/Outerwear

- SAHS Varsity Letter Jackets and Arts Letter Sweaters.
- SAHS Norman's Purple zip up with logo.
- SAHS-Issued school/team jackets, white, purple or gray *only*.
- Purple V-neck pull-over sweater from Norman's.
- Purple Cardigan sweater from Norman's

Footwear/Leg Wear

- Athletic, dress, or casual shoes with closed toe and closed heel.
- Solid black or white socks.
- Boots, sandals, flip-flops, spa shoes/slides, Crocs/clogs, plastic or rubber shoes, Ugg-style/fleece-lined boots or shoes, open-toed shoes, backless shoes, moccasins, house slippers etc. *are prohibited*. Any non-athletic shoe that extends above the ankle is considered a boot (i.e. military boot, construction shoes, etc.).
- Leggings, sweatpants, and yoga pants *are not allowed*.
- Opaque (not see-through), solid-colored, black, gray, skin-toned, or white tights may be worn with skirts, but are not allowed with shorts. Tights must not have any holes or runs. Lace or patterned tights *are not allowed*.

Face Masks

- *When required for health and safety reasons, students must wear face masks at all time (subject to change based on Los Angeles County Department of Health guideline), and carry a second "spare" face mask with them, until notified otherwise.* Personal face masks must be tasteful and appropriate. Face masks may not contain one-way valves.

Headwear

- SAHS-approved beanies, hats, and caps. Headwear may not be worn indoors.

Grooming, Hair, Jewelry

Hair for both males and females must be properly groomed, clean, and neat in appearance, and must be a natural hair color. Exaggerated or extreme styles, non-natural colors, hair that hangs in the face or that emulate gang or criminal affiliations distract from the educational experience and are not permitted. The Administration shall determine if a student's grooming, hairstyle, or jewelry violates school policy

Boys

- Clean shaven (i.e. no beards, mustaches, or facial hair).
- Hair longer than the collar must be pulled back and tied.
- Sideburns may extend no lower than the middle of the ear.
- Earrings, body piercing, visible tattoos, and nail polish *are not acceptable* for any male student.
- Tattoos must be covered.

Girls

- Jewelry in moderation is acceptable. Each ear can have two earrings of appropriate size.
- Body piercing, excluding ears, and visible tattoos are not acceptable for any female student.
- Tattoos must be covered.
- Moderate make-up for girls is acceptable.
- Fingernails (natural and artificial) may not extend more than ¼ inch beyond the natural quick and may not be ornamented with jewelry.

Additional Guidelines

- No customized, individual apparel will be allowed.
- Non-SAHS-approved hats and headwear are not permitted.
- Approved SAHS apparel items from school teams and/or clubs are allowed alternate dress and spirit shirt days *only*.
- No cropped polo shirts will be allowed.
- Undershirts are allowed in white or gray *only*.
- School uniform is worn for all field trips/college visits, unless otherwise stated.

Alternate Dress**Acceptable Attire at SAHS Co-curricular/School Events/Casual Dances/Free Dress Days/Summer School:**

Please note: All other dress code rules (i.e. sweatshirts, grooming, jewelry, outerwear, shoes, hats, etc.) are applicable. All clothing must fit appropriately at all times.

Approved Apparel:

- Blouses.
- Button shirts.
- Polo Shirts.
- T-shirts (in good taste).
- Sweaters.
- Dresses (no shorter than 2 inches above the knees).
- Jeans (no low rise or baggy; no tears, rips or holes).
- Shorts (no shorter than 4 inches above the knees; no longer than 2 inches below the knees).
- Pants.

- Slacks.
- Skirts/Skorts (no shorter than 2 inches above the knees).
- SAHS-issued athletic warm-ups.
- Closed-toed shoes.
- SAHS-approved beanies and caps. Headwear may not be worn indoors.

Not Approved Apparel:

Any item not listed as approved apparel is not allowed. *Specifically, the following clothing items may not be worn at any time:*

- Any item that exposes the midriff or cleavage.
- Halter tops or tube tops.
- Tank tops.
- Sweat pants, pajamas, leggings, jogging pants, or yoga pants.
- Mini-skirts/mini-skorts.
- Short shorts or cut-off shorts
- Boots, sandals, flip-flops, spa shoes/slides, Crocs/clogs, plastic shoes, Ugg-style/fleece-lined boots or shoes, open-toed shoes, backless shoes, moccasins, house slippers, etc.
- Torn or tattered clothing.
- Clothing that is too tight or too baggy.
- Non-SAHS-approved hats and headwear of any kind.
- Sunglasses indoors or on main campus.
- Anything that does not represent the identity of SAHS, including items advertising alcohol, drugs, or violence.

Special “Jean” Days

Please note: All other dress code rules (i.e. sweatshirts, jewelry, outerwear, shoes, hats, etc.) are applicable.

- Students may wear jeans with their SAHS polo, oxford shirt or other SAHS approved shirt, *only*.
- Jeans must be properly fitted at all times.
- Jeans may not have any tears, rips or holes.

Spirit Week Dress (Homecoming, BOP Week, and Spring Fest)

Themed dress-up days are common during spirit weeks. Appropriate costumes and attire is expected. The above listed forbidden items are still in effect during spirit weeks. *Students who choose not to participate in themed dress-ups must come to school in regular school uniform.*

The administration reserves the right to require students to change from inappropriate attire. Students who choose to violate dress code regulations may be excluded from classes until appropriate attire can be obtained.

Mass/Special Event Attire

Boys

- Khaki pants.
- White short/long sleeve uniform Oxford shirt, tucked in.
- SAHS-issued necktie from Norman’s, cinched up.
- Solid black or brown belt.
- White undershirt.

- Black Socks.
- Black or brown dress shoes (no tennis shoes).
- Optional purple V-neck sweater or purple Cardigan.

Girls

- Norman's plaid uniform skirt (no more than 2 inches above the knee). Shorts must be worn underneath.
- Khaki pants.
- White short/long sleeve uniform Oxford shirt, tucked in.
- SAHS-issued necktie from Norman's, cinched up.
- Black or white solid socks.
- Black dress shoes (no tennis shoes, no heels over 2 inches).
- Optional purple V-neck sweater or purple Cardigan.
- Opaque (not see-through), solid-colored, black, gray, skin-toned, or white tights must be worn with skirts, but are not allowed with shorts. Tights must not have any holes or runs. Lace or patterned tights are not allowed.

Confiscated Clothing Items

Any confiscated clothing or apparel items will be held in the Dean's office. A parent/guardian must pick up any confiscated items. The items will not be returned to students.

School Dance Attire

Casual Dance Attire

See Alternate Dress guidelines above.

Semi-Formal Attire for Dances

Attire should be modest and in good taste. No extreme hairstyles, including but not limited to colors and shaved designs.

Boys

- Slacks or dress pants. No jeans.
- Button shirt with necktie.
- Dress shoes or nice tennis shoes.
- Coat or dress sweater are optional.
- Coats and ties may be removed during the evening, but everything else must remain on.

Girls

- Dress
- Skirt with appropriate top.
- Dress pants with dress top.
- Dress shoes, dress sandals, or nice tennis shoes.
- Dresses or skirts that are too short, form fitting, or revealing will not be permitted. The front of the dress or top must be cut above the breast line in a solid (non-mesh) material. The back of the dress or top must not be lower than the elbow, when standing, in a solid (non-mesh) material. Cut outs, or mesh material that will expose midriff, excessive cleavage, or leg are not permitted.

Prior to a semi-formal dance, a dress code contract will be sent home with the students for review and signature by the student and a parent. Students will only be allowed to purchase tickets for these

dances if they submit the signed contract. The Dean reserves the right to have the student bring her dress to campus prior to the dance for approval.

Formal Attire for Dances

Attire should be modest and in good taste. No extreme hairstyles, including but not limited to colors, and shaved designs.

Boys

- Tuxedo or suit, dress shirt and necktie.
- No jeans.
- Dress shoes or nice tennis shoes, and socks.
- Jackets and ties may be removed during the evening, but everything else must remain on.

Girls

- Dresses (Dress should be modest and in good taste. Dresses that are too short, form fitting, or revealing will not be permitted. The front of the dress must be cut above the breast line in a solid, non-mesh material. The back of the dress must not be lower than the elbow, when standing, in a solid, non-mesh material. Cut outs, or mesh material that will expose midriff, excessive cleavage, or leg are not permitted.)
- Women's suits and combos.

Prior to a formal dance, a dress code contract will be sent home with the students for review and signature by the student and a parent. Students will only be allowed to purchase tickets for these dances if they submit the signed contract. The Dean reserves the right to have the student bring her dress to campus prior to the dance for approval.

2.15 RELATIONSHIP OF SCHOOL TO PARISH

Relationship of School to Parish

St. Anthony High School was founded as a St. Anthony Parish School in 1920. In 2005, the Archdiocese of Los Angeles Department of Catholic Schools assumed the governance of the high school. The Pastor of St. Anthony Parish has a responsibility to be present pastorally for St. Anthony High School students and community.

2.16 SCHOOL GOVERNANCE

Administrative Structure of High Schools

As an Archdiocesan high school, St. Anthony High School is organized and governed by the Archdiocese of Los Angeles through the Department of Catholic Schools. It is administered by a president and a principal, who are assisted by an administrative team.

Consultative School Board

St. Anthony High School's Consultative School Board, formerly known as the Advisory Council, was founded in 2002 to provide direction and vision for the high school to ensure a quality Catholic education and guarantee the sustainability of the school.

A Consultative School Board, as defined in *A Primer on Educational Governance in The Catholic Church*, is established to assist the President and Principal in the governance of the school. A consultative school board is a body that participates in the policy-making process by formulating, adopting and recommending policy to the person(s) with authority to enact these policies. The persons with authority are required to consult the board before making decisions in designated areas but are not bound by the board's advice.

The Consultative School Board (CSB) has as its sole concern the ministry of Catholic school education. The CSB, operating under the guidance of the Department of Catholic Schools and the Superintendent of the Archdiocese of Los Angeles, and in conformity with the Archdiocesan School Policies, shall concern itself with policy matters pertaining to the mission and goals of the school. In addition, the board provides direction and vision for the school, ensures quality Catholic education and guarantees the sustainability of the human, material and financial capital of the school.

The CSB provides advice and counsel particularly in these areas:

- Strategic Planning
- Policy Formulation
- Evaluation of plans, mission effectiveness and board self-evaluation
- Institutional Advancement/Development
- Financial Planning and Financial Management
- Communication and Mission Enhancement

The board consists of a membership of not less than nine, but not more than 21 members, appointed by the President of St. Anthony High School in consultation with the Department of Catholic Schools.

Regularly appointed members serve for a four-year term. Any board member who is absent from three consecutive regular board meetings or a total of three board meetings in a year shall be deemed to have resigned as a board member unless reinstated with written approval of the President of the high school.

Current CSB Members: The list of Consultative School Board members may be found on the school website [HERE](#).

PEP (Parent and Educators in Partnership)

All parents or legal guardians of students enrolled in St. Anthony High School are automatically members of this organization. The purpose of this organization is to unite families of St. Anthony students in a common bond to:

- Promote and support Catholic education
- Provide an opportunity for parents to actively participate and assist in academic/spirit development of the students
- Work in harmony with the administration and faculty of the school
- Develop and provide means through which the parents may become better acquainted with each other
- Provide parent education enrichment
- Develop and provide financial assistance for the school
- Encourage the faculty, students, alumni and community to support all sports teams of St. Anthony High School
- Engage in other activities at the request of the Principal or President to promote the betterment of the school and its students

Meetings are held regularly each month, with the President and/or Principal, in order to plan and prepare for major fundraising events. The President/Principal will meet with the parent group regularly to discuss issues and address concerns that will be brought up at the mandatory parent meetings which are held at various times throughout the year.

Current PEP Board Members: The list of Parent and Educators in Partnership Board members may be found on the school website [HERE](#).

2.17 PARENT/STUDENT COMPLAINT REVIEW PROCESS

Archdiocese of Los Angeles Parent/Student Complaint Review Process

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

- First, the person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.
- Next, if the complaint is not resolved, the person bringing the complaint should discuss it with the Principal (or the Pastor, if the Principal is the subject of the complaint).
- After reviewing the facts and facilitating discussion of the problem, the Principal, President, or Pastor will respond to the person bringing the complaint. In high schools, if the complainant is dissatisfied with the principal's decision, the complainant may request review of the decision through an appeals process that is determined by the high school.

Escalating Complaints to the Central Level: Department of Catholic Schools

- If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The assistant regional superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to resolve the matter in keeping with the policies and/or regulations of the archdiocese and school. If an agreed-upon outcome is not possible, the assistant regional superintendent shall make a final and binding determination, and communicate that determination in writing to all parties.

Additional Archdiocesan information can be found [HERE](#).

2.18 MISCELLANEOUS DIRECTIVES

Student Deliveries Policy

The school only accepts deliveries for students that are beneficial to the education process. Delivery of food and other items is not allowed.

Student Property Lost and Found

All money or other valuables shall be kept safely on one's person or in a LOCKED locker. Excessive amounts of money are not recommended to be in a student's possession and should be checked in with the Dean's office. The school is not responsible for lost or stolen personal property.

Lost personal property must be reported as soon as possible to the Dean.

Any property left unattended will be turned over to the Lost and Found, located in the Front Office.

Custody of Minors

In the event of an extraordinary custody situation, a certified copy of the court order stating which parent has custody should be sent to the Principal. The information will be kept confidential.

3. CATHOLIC IDENTITY

3.01 FAITH FORMATION (MASS, PRAYER, OTHER LITURGIES)

As a school faith community, St. Anthony High School provides an education deeply rooted in the Catholic faith. School liturgies are celebrated each month and are mandatory for all students. Students are also required to participate in school retreats each year while enrolled.

For more information, the common principles of faith formation in the Archdiocese of Los Angeles can be found [HERE](#).

3.02 SACRAMENTS (FIRST RECONCILIATION, FIRST COMMUNION, CONFIRMATION)

Sacraments

The Eucharist: The Eucharist is generally celebrated monthly for the entire student body. The scheduled date and time for these celebrations is found on the school calendar. Mass and/or prayer is also celebrated on other special occasions such as class retreats, holy days of obligation and in preparation for various athletic events. Lunchtime Mass in the Chapel is celebrated throughout the School Year and is open to all students. ***Student attendance at school Masses is required***

Reconciliation: The Sacrament of Reconciliation is offered during Advent, Lent and during some retreats to the entire student body. Students desiring to receive the Sacrament at other times may schedule an appointment with the Campus Minister who will contact the Pastor at St. Anthony Parish.

Confirmation: Preparation for the Sacrament of Confirmation is provided by a student's local parish. St. Anthony High School Theology courses compliment, but do not substitute for, this preparation. Student absences incurred because of parish confirmation retreats are excused absences.

3.03 RELIGION CURRICULUM

Religion Curriculum

St. Anthony High School adheres to Archdiocese of Los Angeles Guidelines for Religious Education in High School which can be found [HERE](#). Religious instruction follows the U.S. Conference of Catholic Bishops' *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* [Foundational Catechetical Documents](#). All religion textbooks are to have the approval of the U.S. Conference of Catholic Bishop's Ad Hoc Committee to Oversee the Use of the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

Western Catholic Educational Association Catholic Identity Standards

St. Anthony High School Theology courses meet the Catholic Identity Standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association, which can be found [HERE](#).

3.04 CAMPUS MINISTRY

Campus Ministry

St. Anthony High School students are regularly reminded of the importance of their relationship with God, their families, friends, and others in the greater community. Our Christian faith is communicated in the Catholic tradition and students of all faiths are invited to actively participate in the goals and programs of the Campus Ministry Program.

The School Chapel is one of the most significant places on the high school campus. Here students and faculty can gather to visit, relax, share their faith, and prepare for retreats. There are a number of programs sponsored through Campus Ministry, which promote the philosophy of St. Anthony High School. These programs include:

- Christian Service opportunities.
- Retreats
- Liturgical Celebration
- Outreach and other activities

Archdiocesan Guidelines regarding Campus Ministry and Community Life can be found [HERE](#).

3.05 CHRISTIAN SERVICE PROGRAM

Christian Service Program

Community service is an integral part of St. Anthony High School and all students are required to complete Christian Service hours for graduation.

Service hours are required to help the student develop a sense of commitment to the greater world. Our goal is to develop students with a passion for social justice and giving that will become part of their lives long after they graduate from St. Anthony.

The following is a minimum annual requirement for all students:

- 30 hours for Seniors
- 30 hours for Juniors
- 20 hours for Sophomores
- 20 hours for Freshmen

Half of Christian Service Hours are due the first Monday of December and the remainder are due service hours are due on or before the first Monday in May. Service hours can be earned at a St. Anthony sponsored event, or with an outside agency, school, or church. Students are responsible for recording and tracking their own Christian Service Hours on [x2VOL](#). Information about available service opportunities can be obtained through the Campus Ministry office or through the student's Theology class.

Upon graduation, special recognition will be given to any student who doubles or triples their minimum number of service hours.

Christian Service supervisors can verify student volunteer hours through the student's x2VOL account.

The Archdiocese of Los Angeles Christian Service Award is given to the student from the graduating class who most exemplifies the spirit of service to the school and community. The student will be recognized at a liturgy at the Cathedral of Our Lady of the Angels in Los Angeles, where they will be awarded a medal, which can be worn at graduation.

Archdiocesan Guidelines regarding Christian Service can be found [HERE](#).

3.06 RETREATS

Retreats

Retreats are a vital part of living and learning within a Christian community and are expected by all students. Retreats are designed to enhance the student's relationships with their families, their community, their classmates and God.

All grade levels will take part in a 1-day class retreat experience provided by the Campus Ministry team. The entire class will participate in these, which will be held on campus during a school day. These single day retreats are considered mandatory. Students who do not attend a scheduled class retreat will be required to make it up as part of an on-campus service provided through the campus ministry department.

Additionally, the Seniors will be offered to attend a 3 day/2 night overnight Kairos retreat.

Arrangements are made in Theology Classes and parent permission slips and behavior contracts are needed for off campus/overnight retreats. An additional retreat fee will be charged to the student's FACT account.

Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved. Appropriate dress and behavior are expected from all students attending a retreat. Failure to behave in an appropriate manner or disrupting the spirit of the retreat experience may result in dismissal from the retreat and requiring a parent to come to pick up the student. Further disciplinary actions are at the discretion of the Dean(s) following the retreat.

Archdiocesan Guidelines regarding Retreats can be found [HERE](#).

4. ADMISSION AND ATTENDANCE

4.01 SCHOOL STUDENT NON-DISCRIMINATION POLICY

St. Anthony High School adheres to the Archdiocesan Student Non-Discrimination Policy found [HERE](#) and the documentation policy found [HERE](#).

4.02 INCLUSION PROCESS/STEP

St. Anthony High School adheres to the Archdiocesan Inclusion Policies and Procedures for School found [HERE](#).

For questions regarding the inclusion process/STEP at St. Anthony High School, please contact the Vice Principal.

4.03 ADMISSIONS POLICY AND PROCEDURES

Admission Guidelines

St. Anthony HS adheres to the Archdiocesan High Admissions Guidelines which can be found [HERE](#).

Admission Procedures

- Parents/Guardians of a student applying for admission must obtain the high school's application through the school website. The application portal includes a permission form to the current school to release records to St. Anthony High School.
- St. Anthony High School administers the High School Placement Test (HSPT) for prospective freshmen for academic placement purposes. Please see the school calendar on website for established dates of test administration.
- The Admissions process includes an interview with the prospective student and parent/guardian.

- Confidential recommendations from two teachers (English/Math) and school administrator (Principal) will be requested from all applicants. Recommendations are confidential and will not be shared.
- Final transcripts are required to complete the admission process.

For incoming ninth grade students:

Applicants for the Ninth Grade should complete the following steps.

1. Complete the online application and authorize the release of current school records to St. Anthony High School.
2. Request and have submitted completed confidential School Administrator (Principal), Math Teacher, and English Teacher recommendation forms.
3. Submit transcripts and immunization records.
4. Complete and submit the Tuition Assistance Application (if applicable).
5. St. Anthony High School administers the High School Placement Test (HSPT) for prospective freshmen for academic placement purposes. Please see school calendar on website for established dates of test administration.
6. Participate in an admissions family interview (prospective student and parent/guardian).
7. St. Anthony High School will notify freshman applicants concerning their admission status on dates indicated in the school calendar (website).
8. Final transcripts are required for the completion of the admissions process.

For transfers students:

Applicants for the Tenth, Eleventh or Twelfth Grades should complete the following steps.

1. Complete the online application and authorize the release of current school records to St. Anthony High School.
2. Request and have submitted completed confidential School Administrator (Principal), Math Teacher, and English Teacher recommendation forms.
3. Submit transcripts and immunization records.
4. Complete and submit the Tuition Assistance Application (if applicable).
5. Participate in an admissions family interview (prospective student and parent/guardian).
6. Final transcripts are required for the completion of the admissions process.

International Students

Any student from another country may attend St. Anthony High School providing he/she can demonstrate a proficiency in English as determined by the school and meet other admissions requirements. Proper I-20 forms must be completed and submitted to the Department of Catholic Schools. St. Anthony High School does not issue I-20 Forms. Additional information regarding Archdiocesan High International Student Admissions Policies can be found [HERE](#).

Additional information regarding Archdiocesan High Admissions Procedures can be found [HERE](#).

Inoculation Requirements of the California Department of Health

St. Anthony High School follows the inoculation requirements of the California Department of Health detailed here: [Shots for School](#).

Specifically, new students must provide proof of Tdap (Tetanus, reduced Diphtheria, and acellular Pertussis) and MMR (Measles, Mumps, and Rubella) inoculations administered before or during their 7th grade school year.

Emancipated, Married, and Eighteen-Year-Old Students

Central to the philosophy of St. Anthony High School is the belief that parents/guardians are the primary educators of their children. In support of this, the school and parent work in close collaboration in all aspects of the student's educational process. Thus, students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians/guardians may be precluded from continuing to attend an archdiocesan or parish high school.

Additional information regarding Archdiocesan High policies regarding Emancipated or Eighteen-Year-Old Students can be found [HERE](#), regarding Married Students can be found [HERE](#), and regarding Students Who No Longer Live with Their parents/guardians/Guardians can be found [HERE](#).

4.04 ABSENCE, TARDINESS & TRUANCY

Absence, Tardiness & Truancy

School Hours: Doors open at 7:00 AM and close at 4:00 PM.

The regular school day begins at 8:00 AM with the warning bell ringing at 7:55 AM. Dismissal is regularly scheduled for 2:30 PM except as noted on the school calendar.

Regular Attendance

Regular and punctual attendance at school is required by California State Law (Education Code 46010-46014, 48200-48204). Credit is given for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance.

It is the responsibility of the parents/guardians to ensure the regular attendance of students at school. Current home and work phone numbers must be provided to the school so that immediate contact can be made regarding any irregularity in attendance or any emergency. If parents plan to be out of town and supervision of the student will be assumed by someone else, the attendance office must be notified. Failure to do so may cause unnecessary difficulties.

If a student of any age moves into another residence because of family difficulties or for other reasons, it is still the responsibility of the parent/guardian to report absences, write excuses, and approve planned absences, early dismissals, or emergency medical treatment. Notification to the school regarding any changes in the student's place of residence helps to forestall potential problems. It is expected that any living arrangements will be in conformity with the school's basic principles.

School doors open at 7:00 AM on regular school days. Some teachers are here early for tutoring. It is imperative that proper school behavior be maintained at all times during the school day.

School doors are closed by 4:00 PM. Parent responsibility is to have made arrangements to have his/her student safely picked up at that time.

Procedures Regarding Absences

Parents/Guardians must call the Attendance Clerk at (562)435-4496 x 1240 between 7:30 AM and 8:30 AM *each day* the student is absent. If prompted to leave a message, please leave the student name, grade, best contact phone number, and the reason the student will be late or absent.

If the parent/guardian did not report the absence beforehand, by 7:45 AM on the day of the return to school after an absence of any duration (even one period), a student must submit to the attendance office a parent note. The note must contain: student's full name, student's grade, date(s) of absence, the explicit reason for absence, the signature of the parent/guardian, and the phone number(s) at which parent/guardian may be contacted during the day.

For the absence to be classified as a medical absence, there must be a note on letterhead from the medical practitioner with diagnoses and clearance to return, or it will be considered a regular absence.

If a student does not present a written note, the absence will be considered unexcused.

Falsification of Note and/or Misrepresentation by Phone:

Forging a parent/guardian's name on a note, altering a note in any way, making or having someone else make a phone call in which the caller falsely claims to be a parent/guardian are all illegal and dishonest and will be subject to disciplinary action.

Attending/Participation in Co-Curricular Activities on Days of Absence

Students who wish to practice for, participate in, or attend any school activity and/or athletics must be in school at least half of that given day. Any student who is absent for more than half of the academic day, suspended (in-school or out-of-school), or truant may not participate in any school co-curricular events that day (i.e., athletic events, dances, senior events, drama activities, and special programs). Special circumstances should be directed to the Assistant Principal of Student Affairs.

Make-Up Work Due to Absence

It is the student's responsibility to arrange with his or her teacher to make up a test or work missed because of absence.

Teachers are required to permit students with excused absences to make up assignments and tests missed during the absence. The student will be permitted to make up missed work and tests within the amount of time equal to the number of days absent (not to exceed 10 days).

In the case of an unexcused absence, the student will earn a zero for any assignment/test missed on the day of occurrence, and the work may not be made up for credit.

Attendance Requirement for Academic Credit

Since both attendance and classroom participation are requirements for success in a course, it is a school policy that in the event of a student *accumulating ten or more excused or unexcused absences in a semester*, the student will be denied academic credit for the semester. If a student comes to school tardy and misses any class period, each missed class will count as an absence and the class the student will be arriving to will count as a tardy.

In cases of loss of academic credit for attendance reasons, a student must petition in writing for the credit to be restored. Credit Restoration Petition Forms may be obtained from the Vice Principal.

Classification of Absences

Excused Absence

Absences are excused only in cases of personal illness and documented medical or dental appointments, severe illness in the family, death in the family, quarantine, or court appearances. The student will be permitted to make up missed work and tests within the amount of time in which the student was absent up to 10 school days after return to school.

Students who are absent for illness for more than 3 consecutive school days, must have a medical practitioner's release before returning to school.

Unexcused Absence

Absences for other than the above reasons, even with the permission of parents, are considered "unexcused." If a parent does not report a student absent or send a valid note explaining the absence when the student returns, the absence is considered unexcused. In the case of unexcused absences, no credit will be given for missed assignments, quizzes, and tests; however, it is advised that the student learn the material while absent.

Authorized Family Absence/Vacations/Extended Absences

Authorized family absences/vacations/extended absences must be pre-approved. To request approval of an authorized family absence/vacation/extended absence, the parents/guardians and student must submit in writing to the Dean of Students a petition that indicates the dates of the proposed absence and the reasons for the absence no later than two weeks prior to the scheduled absence. Such absences will be counted toward the student's absences. Parents/Guardians are asked to plan vacations during regular school vacation periods.

The student should consult Schoology for assignments in an effort to remain current. Assignments missed during the extended absence must be submitted no later than the day the student returns to school. No early testing will be provided for families who plan family absences/vacations during the week of final exams.

No approval will be granted for families requesting days during semester exams.

College Visitations

Every attempt should be made by parents/guardians/guardians to schedule college visitations so as not to interfere with the school day. Absence due to a college visit must be cleared by the Dean of Students no later than two weeks before the actual visit in order to obtain an *excused* status. A maximum of three (3) college visit days per year will be allowed.

Communicable Disease

A student who has been absent from school because of reported communicable disease must have a permit (release) issued by the Public Health Department, a physician, or a nurse before he/she is admitted to school.

Leaving School Early

No student may leave the school premises during the school day without clearance by the Attendance Office. No student may leave early on days of special activities (refer to school calendar).

Required Call and Note: Students who must leave the campus for any reason during the school day

must bring a written request from the parent or guardian and a phone call to the Attendance Office before 7:50 AM that day. Notes for medical, dental, or other appointments must include the student's name and the name and phone number of the doctor or the person with whom the student has an appointment. The student's parent/guardian must also call before 9:00 AM on the day of the appointment to verify the excuse.

Illness during the school day

- Students who become ill are to inform their classroom teacher and obtain a pass to go to the attendance office. The attendance clerk will then complete the necessary phone calls to ensure the student gets home safely.
- Only minor and very basic first aid may be administered to students. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians.
- Students may remain in a school authorized space no longer than 30 minutes at a time. After 30 minutes, students must be re-admitted to class or await administrative action.

Tardiness

School and classes begin at the sound of the bell. Any student not in his/her scheduled class at that time is considered unverified.

Tardy to School: A student arriving tardy to school must report directly to the Attendance Office for a tardy slip. The slip must be presented to the teacher for admittance to class. A written note with parent/guardian signature and phone call to the Attendance Clerk is required. If a student is tardy to school, any food or drink in the student's possession will be confiscated.

School Administration determines excused tardies, regardless of phone call/written communication from parent/guardian.

If the student is tardy to school, whether the tardy is excused or unexcused, the following actions will take place:

- 3 tardies in a semester = courtesy notification email to parents
- 5 tardies in a semester = Saturday Detention
- 10 tardies in a semester = Saturday Detention, student/parent meeting with the Assistant Principal of Student Affairs, and Tardy Probation

Tardy to Class: A student late to class for any reason must report to the Attendance Office for a tardy slip. Disciplinary action will be issued if the student does not have authorized approval.

Attendance Probation

Any student who accumulates 10 tardies in a semester in a year will be placed on Attendance Probationary Contract. Attendance Probationary status requires the student to develop a plan of action to prevent future tardiness and may remove the student from participation in co-curricular activities including sports, dances, non-academic field trips, and student activities, as a participant or spectator. Restrictions and outcomes will be stipulated in the attendance contract.

Truancy

Truancy is an unverified absence from the school day and/or class period.

If a student is truant, he or she is subject to disciplinary action. He or she may not make up class work or tests missed because of truancy.

St. Anthony shall report the student to the local authorities. If a student has been absent without excuse, and it is impossible to contact parents/guardians within 24 hours and after repeated attempts, the school will notify the attendance office of the local public school district, the local police department, and or Child Protective Services.

Work Permits

No minor under eighteen years of age and over sixteen years of age who is required to attend school and no minor under sixteen years of age may work without a permit.

Work Permit applications may be obtained in the Counseling Office. Work Permits will be processed within 24 hours after receiving the application.

Archdiocesan Policies regarding Employment of Minors can be found [HERE](#).

4.05 COMMUNICATION PROCEDURES

Parent/Teacher Conferences

Each fall, St. Anthony High School hosts a calendared Parent/Teacher Conference event. Additionally, Parent/Teacher conferences are available as necessary *by appointment* with individual teachers.

Parent Messages and Phone Calls

Classes will not be interrupted to relay telephone messages to students.

If parents/guardians must contact their student in emergency situations, a message can be left with the main office at extension 0. In an emergency situation, parents/guardians will be asked to explain the nature of the emergency to the school official before a class will be interrupted. parents/guardians must refrain from contacting their children directly via cell phone as students are not permitted to have cell phones out during the school day and risk disciplinary consequences.

A phone is available in the office for students to use if they need to call home in the case of an emergency.

Communications Procedures

Voicing Concerns

Students and parents/guardians may respectfully and professionally voice their concerns about any aspect of school life at St. Anthony High School. Confidentiality and respect will be maintained in all communications.

Communication Protocol

Parents/Guardians are encouraged to participate in the education of their sons/daughters. We encourage and recommend regular communication with faculty and administrators. In order to resolve questions about grading, classroom procedures, or class-related discipline problems, parents/guardians should:

1. First, contact the teacher, coach, or program coordinator to discuss the situation.
2. Second, if situation is not resolved, please contact:
 - a. The Vice Principal for matters relating to curriculum or grading;
 - b. The Dean of Students on matters relating to discipline, or attendance, or co-curricular activities;
 - c. The Activities Director on matters relating to co-curricular activities, student government, or school dances/events;
 - d. The Director of Campus Ministry for matters relating to Campus Ministry, Retreats or Christian Service; or
 - e. The Athletic Director for matters relating to athletics.
3. Third, if the situation is still not resolved, contact the Principal.

Communication FAQs

What to do if I/Where to go if I:

• Absences or tardies	Attendance Office
• Illness or injury	Teacher or Front Office
• College/career information	Counseling Office
• Clubs/organizations	Director of Activities
• Guest pass for a dance	Director of Activities
• Bus pass	Front Office
• Lost item(s)	Dean of Students
• Need to pay tuition	Business Office
• Student parking, lockers	Assistant Principal of Operations
• Student Christian Service Hours	Campus Minister/ Theology teachers
• Parent Service Hours	Front Office
• Technology issues	Technology Coordinator

Change of Address/Phone Number: Failure to Obtain School Mail

If there is a change of address, phone number, or parent's work/emergency number during the year, this information must be communicated to the registrar immediately. Monthly newsletter, report cards, and other important information are mailed, and updated address information is needed.

Actions/Attitudes of Parents/Guardians or Others

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. Parents/guardians may not reproach, insult, or abuse any teacher or administrator of the school, in the presence or hearing of a pupil or another teacher or administrator.

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or co-curricular activities or involves substantial disorder is guilty of a misdemeanor. (Education Code: 44811)

Any assault, battery, or threat of force or violence directed toward a teacher or staff member of St. Anthony High School by any parent, guardian or other person is grounds for immediate expulsion.

Under normal circumstances a student is not to be deprived of an education at St. Anthony High School on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

4.06 CLOSED CAMPUS POLICY

Closed Campus Policy

To preserve the academic environment and school security, St. Anthony High School is designated as a *Closed Campus*.

No person may enter the campus unless authorized by the school administration. Visitors, including parents, must sign-in and register at the Main Office if they are seeking information or have business to conduct with the school.

Likewise, students are not permitted to leave the school grounds once they have arrived at school, and they may not leave until the final dismissal bell rings to end the school day. Leaving campus without permission is considered truancy.

4.07 SAFETY & SECURITY PROCEDURES

Saint Anthony High School is a closed campus. All visitors must report to the main office for sign-in and a visitor's pass. Once students have arrived on campus, they may not leave until the final dismissal bell rings to end school. St. Anthony students may not visit other schools unless the responsible authorities of both schools grant permission. Likewise, students from other schools may not enter the St. Anthony campus during school hours without authorization from the school's administration. Permission to leave campus during school hours must be in writing from a student's parent or guardian. St. Anthony HS contracts with a canine detection service as an adjunct means to ensure for its students a drug and weapons-free campus.

Additional information about Archdiocesan Safety and Security Policies can be found [HERE](#).

Safe Environment

For the safety of St. Anthony High School students, faculty, staff, and coaches comply with Archdiocesan fingerprinting and safe environment guidelines. Faculty, staff, coaches and adult volunteers sign and adhere to the *Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities of Events*. St. Anthony students who work or volunteer with children or youth

sign and adhere to the *Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth*.

St. Anthony High School will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its school or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

Additional information about Archdiocesan Safe Environment Policies can be found [HERE](#).

Emergency Policies and Procedures

St. Anthony High School has implemented emergency policies, plans and procedures. It regularly drills its students and faculty on procedures in case of an emergency (i.e., unauthorized intruders, fire, natural disaster, earthquake, and civil disturbance). The school has enough water, food, blankets, and first aid supplies to supply the entire student body and faculty for a period of 72 hours.

- **Parents/Guardians are asked to not telephone the school during emergencies.** If phone lines are operational, the school will be using them for life-threatening emergency calls to outside agencies.
- The decision to cancel, dismiss, or to continue school will be made by the administration. Local news media (Radio Stations KABC-790 AM, KNX-1070 AM, and KFWB-980 AM, as well as Television Stations KCBS-Channel 2, KNBC-Channel 4, and KABC-Channel 7) and social media will be used to communicate with parents.

A copy of the school's emergency plan is on file in the office at all times for review. These are only plans, which may be modified as situations dictate. It is advisable that parents review the family's individual plans with their sons/daughters.

If an emergency occurs which affects the whole community, the safety of the students is the primary responsibility of the school administration, teachers, and staff. The following should be remembered:

- St. Anthony High School will not send students home in an emergency unless dismissal can be done safely.
- An accurate and complete school Emergency Information form should be on file for every student. ***Any changes to Emergency Information should be noted immediately.***
- Parents should monitor the emergency broadcast system for information related to the schools.

St. Anthony High School will work cooperatively with all agencies in providing the care and comfort of its students. Students will be released to parents or to an adult supervisor designated by the parent.

Emergency Drills

The Long Beach Fire Department requires that every school conduct regularly scheduled emergency drills. Everyone on campus participates in fire, earthquake, and lockdown drills throughout the year. Evacuation plans are displayed in every room in the school. When an alarm bell rings, all students are to leave their places immediately and follow instructions. Silence and obedience to faculty directives are required during these exercises.

4.08 ARRIVAL/DISMISSAL PROCEDURES

Arrival/Dismissal Procedures

The school campus is open between the hours of 7:00 AM and 4:00 PM. When the campus is closed, students may not be on campus unless involved in a supervised activity.

Parents/Guardians are expected to arrange transportation and supervision of their students in accordance with the dismissal times. The school assumes no responsibility for a student before or after the stated times unless he or she is participating in an approved, school sponsored activity.

St. Anthony faculty and staff chaperones will supervise students for up to one half-hour after the conclusion of an event, e.g. a dance, a game, a banquet, etc., in which they were attending or participating. It is expected that parents will pick up their student(s) during that time and no later. Parents/Guardians may be charged the cost of supervision if they fail to pick up their student(s) within that time frame.

4.09 AUTOMOBILES & PARKING LOT

Student Parking

It is a privilege to bring a vehicle to school, and parking facilities are provided as a convenience for students. St. Anthony High School has a limited number of parking spaces available for students. Parking is by Parking Permit, only. All vehicles must be parked in designated areas. Students may not park in staff parking, visitor parking, handicapped parking, or any red zone.

Any student who drives recklessly in the parking lot or in the immediate vicinity of the school will lose his or her on-campus parking privilege, and, if the case warrants, the matter will be turned over to the police. Any student who drives or parks in school areas without permission will be subject to disciplinary action and may have his/her vehicle towed away at personal expense. Students may also lose parking pass privileges due to chronic tardiness to school or disciplinary reasons.

Vehicles parked on campus are subject to search.

Parking Permits will be issued to students with valid Driver's Licenses. Permits will be issued to drivers of carpools first, and then to individual drivers, in the following order as space remains: Seniors first, then Juniors, and then Sophomores. A lottery system will be used if more applications are submitted than there are spaces available

To obtain a Parking Permit, students must present a valid driver's license, registration, and proof of insurance to the Assistant Principal of Student Affairs. The fee for a Parking Permit is \$60 per semester, billable via FACTS. Fees are not refundable or transferable.

Permits are valid for one semester for one vehicle only. Students will be given the opportunity to renew their permits for Second Semester provided they have complied with parking policy guidelines First Semester.

Failure to comply with all St. Anthony High School and/or the California Vehicle Code Regulations may result in disciplinary action and a citation.

St. Anthony High School, St. Anthony Parish, and the Archdiocese of Los Angeles, and their employees are not responsible for any loss or damage to vehicles parked in campus and church parking lots.

SAHS Commuter Bus

St. Anthony High School has contracted with a licensed, outside bus contractor to provide a daily student commuter bus for a fee. Buses transport students before and after school between St. Anthony High School, St. Anthony Athletic Complex, and select parish schools.

Bus Passes

Monthly bus passes for students utilizing the commuter bus are available for purchase at the beginning of each month in the Front Office before school, at break, or during lunch. Any student riding a St. Anthony High School commuter bus, including athletes going to home games, must have a valid bus pass. Detailed information about commuter bus routes and passes are found [HERE](#).

Bus Rules and Regulations

Bus rules are developed for the safety of all students who ride the school bus and for the safety and well-being of the drivers who transport our students on a daily basis to and from school. These rules are also to help us present a positive, Christian image to the community that we serve. We are convinced that all students can behave appropriately and safely while riding on a school bus. The school will not tolerate a student who prevents drivers from driving safely or prevents students from having a safe trip. Disciplinary consequences will occur and students may lose bus privileges in event of rules violation.

Basic Rules to be Followed:

- The bus driver is in charge at all times – passengers must obey.
- Loud talking and boisterous behaviors are prohibited.
- Hands, arms, and heads are to be kept inside the windows at all times.
- There is to be no yelling at persons outside the bus or throwing of anything inside or outside the bus.
- Bus passengers will not carry anything that will cause harm to another student.
- Food and drinks on the bus are prohibited at all times.
- Damage to the bus will be reported immediately and students who do damage will be required to pay for any repairs or replacements.
- Students should always be on time! If the bus is on schedule and the students are not at the specified bus stop, the bus does not have to wait for any late student.
- Drivers are not permitted to make any schedule adjustments or stop changes.
- All students shall share their seats and move over to provide additional room as the bus fills with students. Drivers are not expected to stop the bus and walk down the aisle to create more seating places for students joining the bus.
- Passengers are required to be seated at all times.
- Passengers are not to use the rear emergency door except for emergency purposes only.
- Students are to enter and leave the bus in an orderly manner. Students are not to cross behind the bus. Students are expected to obey the rules of the road when walking to or from the bus stop (facing traffic if walking on the roadway).
- In the event of a mechanical problem or emergency situation, students are required to follow the instructions of the driver, and the students will remain on the bus. Passenger safety will be the number one factor.

- There is no pushing, shoving, fighting, or playing at any time on the school bus.

4.10 PARENT/GUARDIAN & NON-CUSTODIAL PARENTS RIGHT OF VISITATION

Rules for Parent/Guardian Visits

Any parent or guardian desiring to visit their student during the school day must first check-in at the front office.

Additional Information regarding Archdiocesan Guidelines for Parent/Guardian Visits can be found [HERE](#).

Rules for Non-Custodial Parent/Guardian Visits

Organizations, agencies, or persons may never be allowed to assume custody of any pupil on school premises during school hours or immediately before or after school unless the parent or guardian explicitly authorizes the assumption of custody. (The section on Arrests and Court Orders is the exception) Normally the principal will ask one other adult (e.g. teacher, secretary) to witness the presentation of a bona fide authorization. In case of any doubt as to the validity of the authorization, custody shall not be granted.

Additional Information regarding Archdiocesan Guidelines for Non-Custodial Parent/Guardian Visits can be found [HERE](#).

4.11 HEALTH, ILLNESS, ACCIDENT PROCEDURES

Student Emergency Information

Each student must have updated emergency information on file before starting school. Any change of address, telephone, or health condition must be reported to the Attendance Office. The school assumes no responsibility for false or non-updated addresses and telephone numbers submitted by families.

Additional Information regarding Archdiocesan Guidelines for Student Emergency Cards can be found [HERE](#).

Medical Screenings

Students, with the permission of the Parents/Guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

Additional Information regarding Archdiocesan Guidelines for Medical Screenings can be found [HERE](#).

School Procedures for Immunization and Screenings

St. Anthony High School follows the immunization requirements of the CA Department of Health detailed here: [Shots for School](#). Specifically, California State law requires proof of immunization against polio, measles, diphtheria-tetanus (Tdap) for first admission students. Students must also have a tuberculosis test if they are entering a California school for the first time.

Students are admitted to school only after complete immunization records are obtained. Emergency and Health information will be kept in each student's file maintained in the Attendance Office.

Additional Information regarding Archdiocesan Guidelines for Immunization can be found [HERE](#).

Health Records

Emergency and Health information will be kept in each student's file maintained in the Attendance Office. Each student must have an updated form at the beginning of each school year. Changes in contact information must be reported to the Registrar's Office immediately.

Additional Information regarding Archdiocesan Guidelines for Health Records can be found [HERE](#)

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours. A medical provider's note is required for the absence to be classified as *medical*.

Additional Information regarding Archdiocesan Guidelines for Medical Appointments can be found [HERE](#).

Medications Administered at School

If a student must take medication during school hours, either prescription or over-the-counter, a parent/ guardian must communicate this information to the Front Office. Any additions/changes in medication/doses must be submitted to the Attendance Office in writing. All medications must be left in the front office. Medication must be in its original packaging, marked with the student's name, the name of the prescription, and instructions for use. All non-documented medication will be confiscated until the Dean's Office has received proper documentation.

A [Medication and Authorization Form](#) must be submitted for prescription medications. If parents/guardians/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the Parents/Guardians will have to come to school and personally administer that medication.

Students may carry respiratory inhalers and EpiPens with them.

Additional Information regarding Archdiocesan Guidelines for Medications can be found [HERE](#).

Communicable Diseases

When communicable diseases are identified, the Principal shall immediately refer to the reporting requirements of the Long Beach Department of Public Health in accordance with local requirements. The Principal shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases.

Additional Information regarding Archdiocesan Guidelines for Communicable Diseases can be found [HERE](#).

Food Allergies

Parents/Guardians should make every effort to inform the school in writing of any allergies that a student may have. Such information is kept in the student's emergency record each year.

While St. Anthony High School endeavors to minimize exposure to food products to which a student may be allergic, the school cannot guarantee an allergen-free environment. The school cannot preclude other students from bringing foods that contain potential food allergens in their lunches or for their snacks. However, the school will inform faculty and staff of a student's allergies and ask them to reduce the risk of exposure to the allergens. It is understood that by enrolling a student at St. Anthony High School, parents accept the risks of allergen exposure.

Student Sexual Conduct and Pregnancy

St. Anthony High School follows the moral standards and ethical principles set forth by the Department of Catholic Schools of the Archdiocese of Los Angeles when considering incidents of a moral nature. Archdiocesan Human Sexualities Policies can be found [HERE](#).

Research Projects and Rights of Parents

Rights of Parents/Guardians

St. Anthony High School will inform parents if a research project involving their child is to be conducted at the school and will provide them with sufficient information about the research to enable them to give informed consent. Parents/Guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Additional Information regarding Archdiocesan Parental Rights Policies can be found [HERE](#).

Accident Procedures

Students should report any injury to SAHS personnel immediately. The Archdiocesan Student Accident Insurance Program is provided for all students enrolled in Archdiocesan high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending St. Anthony High School or while participating in a solely school-sponsored supervised activity.

In cases of student accident or injury on campus or at a school sponsored activity, the following actions will be taken.

- The condition of the injured student will be assessed by the adult supervisors.
- Depending on the severity, parents/ guardians or emergency services (911) followed by parents/guardians will be contacted.
- First aid will be administered if necessary.
- An Accident Report Form will be completed and submitted to the Assistant Principal of Student Affairs.
- A copy of the Accident Report Form and school insurance forms will be provided to the student or parent/guardian.

Additional Information regarding Archdiocesan Guidelines for Accident Procedures can be found [HERE](#).

Student Accident Insurance

The Archdiocesan Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the

family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

Additional Information regarding Archdiocesan the Student Accident Insurance Program can be found [HERE](#).

4.12 PRIVACY AND ACCESS TO RECORDS

Privacy and Access to Records

“Parents of currently enrolled or former pupils have an absolute right of access to any and all pupil records related to their children which are maintained by school districts or private schools.” (Family Rights and Privacy Act, 1974).

Pupil Records

St. Anthony High School adheres to the strictest guidelines set forth by the Archdiocese of Los Angeles as they relate to pupil records. Information regarding these guidelines can be found [HERE](#).

Permanent Student Records

Permanent student record cards include the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student.
- Test data
- Transcript of courses
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of exemption from required immunization

When a student transfers or graduates, St. Anthony High School retains the permanent record.

Student Directory Information

For information on the management of student directory information by St. Anthony High School, please refer to the Archdiocesan policies [HERE](#).

Parent Authorization to Use Student’s Image, Name, Voice and/or Work

Without the written permission of the parents/guardians of a student or minor, St. Anthony High School will not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. Parents may rescind authorization at any time by submitting a request in writing to opt out to the registrar.

Additional Information regarding Archdiocesan Policies regarding the Use of Student Image, Name, Voice, and/or Work can be found [HERE](#).

Verbal/Written Confidences

For Information related to the handling of confidential information by St. Anthony High School, please refer to the Archdiocesan Policies regarding Verbal/Written Confidences can be found [HERE](#).

Disclosure of Student Personal Information

St. Anthony High School will not disclose student personal information without written student/parent consent.

4.13 TRANSFER OF RECORDS

Student Transfers, Withdrawals and Graduation

Archdiocesan Policies regarding Transfer of Records can be found [HERE](#).

Withdrawal

Whenever a pupil transfers or withdraws from St. Anthony High School to a district within the state, the pupil's permanent enrollment and scholarship record or a copy thereof shall be transferred by St. Anthony High School upon request from the district or private school where the pupil intends to enroll. The school reserves the right to make the final determination regarding how much, if any, tuition is refunded. As a matter of policy, the monthly tuition is not refunded if the student has attended the school for even a single calendar day of that month, regardless of the reason for leaving the school.

Types of student withdrawal:

- **Parent/Guardian Withdrawal**
A student transferring to another school must bring to the Registrar's Office a note from his/her parents requesting the transfer. After a conference with the parents and Principal is held, the registrar will issue an official transfer paper, containing the appropriate signatures to be signed and returned to the registrar. Failure to comply with this process will delay the issuance of transcripts to the receiving school.
- **Disciplinary Withdrawal**
Upon the recommendation of the Discipline Board and/or the decision of the Principal, a school administrator will inform parents/guardians/guardians and student of the school's decision for the withdrawal. All necessary documentation will be issued to the school in which the pupil will enroll. Any student asked to withdraw from St. Anthony High School for disciplinary reasons must do so within seventy-two hours of the school's request. Automatic expulsion may occur if withdrawal procedures are not completed within this time frame.
- **Academic Withdrawal**
A student receiving three or more F's in any one academic school year may be asked to withdraw from St. Anthony High School. The Registrar will follow the same procedures as in the disciplinary withdrawal.

Graduation

Students who successfully complete all the graduation requirements for St. Anthony High School earn a diploma, and transcripts are sent to post-secondary institutions upon request

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

Additional Information regarding Archdiocesan Policies regarding the Withholding of Records can be found [HERE](#).

Cumulative Pupil Record

Cumulative Pupil Record forms should include only the following information:

- Personal and family data: Name, date of birth, and place of birth of the student, and the name and address of the custodial parent/guardian
- Sacramental information (baptism, first communion, confirmation)
- Enrollment information (entrance, withdrawal, re-entrance, graduation)
- Standardized test results
- A transcript of classes
- Attendance information
- A record of withdrawal or graduation and the location that receives a copy of the record
- Verification of or exemption from required immunizations (recorded through high school graduation)

Only semester grades are entered on a student's official transcript. The transcript is the official record of scholastic work accomplished during high school. Semester grades are issued in January and June. Transcripts are forwarded to colleges or universities upon request.

Additional Information regarding Archdiocesan Policies regarding the Cumulative Pupil Records can be found [HERE](#).

4.15 INTERNATIONAL STUDENTS

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

St. Anthony High School is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a Theology course for a grade/credit each semester. The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount

Additional Information regarding Archdiocesan Policies regarding International Students can be found [HERE](#).

5. ACADEMICS

5.01 CURRICULUM

Curriculum

St. Anthony High School endeavors to develop in its students' intellectual growth, moral and spiritual maturity, responsible citizenship, social awareness, physical well-being, and an understanding of the alternatives in his/her vocational and educational future. St. Anthony High School provides for both the college-bound and non-college bound students. The schools' curriculum meets all State, Archdiocesan and college requirements. Please note the requirements for graduation for St. Anthony High School correspond to entrance requirements for the University of California and the California State University systems.

It is important that parents/guardians understand that occasional scheduling conflicts and enrollment numbers may necessitate a change in student schedules and courses offered. For this reason, students cannot be guaranteed a place in all their first choice classes.

Archdiocesan Curriculum High School Policies can be found [HERE](#).

Course Offerings

Current course offerings may be found on the school website Curriculum page [HERE](#).

Notes

- Students must demonstrate minimum proficiency to progress to the next sequential math or world language course.
- Students are permitted to repeat only **one** sequential course, i.e. Spanish or math, at St. Anthony High School during the regular school year. All other courses must be made up during summer school.

Theology Curriculum

St. Anthony High School Theology courses adhere to the high school curriculum guidelines established by the United States Conference of Catholic Bishops and the Archdiocese of Los Angeles.

- Theology I: Divine Revelation and Salvation History
- Theology II: Ecclesiology and Jesus Christ and the Mystery of Salvation
- Theology III: Christian Morality and the Sacraments
- Theology IV: Vocations and World Religions.
- Christian Leadership.

For additional information, refer to the ADLA Administrative Handbook [HERE](#).

Advanced Placement and Honors Courses

Advanced Placement (AP) and Honors Courses are designed for students who are prepared to enter into a more rigorous course of study than that of a college preparatory course. AP and Honors Courses require more coursework and study time than college preparatory courses. Prerequisites for enrollment in AP Courses vary by department and are listed in the Course Catalog. In addition, work may be assigned during the summer preceding an AP or Honors Course, and students may be required to meet after school and/or on Saturdays to prepare for the AP Exam.

Advanced Placement Program

St. Anthony High School offers a variety of Advanced Placement Courses.

- AP Biology*
- AP Calculus AB
- AP Calculus BC
- AP Chemistry*
- AP Comparative Government
- AP Computer Science Principles
- AP English Language and Composition
- AP English Literature and Composition
- AP Environmental Science
- AP Government & Politics
- AP Human Geography
- AP Psychology
- AP Spanish Language
- AP Spanish Literature
- AP Statistics
- AP Studio Art*
- AP US History
- AP World History

* *Not offered 2024-2025*

Students who take Advanced Placement courses are expected to complete assignments the summer before the actual school year begins, attend review sessions outside of regular school hours, and take the exam for that course in May. An extra grade point and recognition for Advanced Placement/Honors courses is awarded to students who successfully complete their coursework, which includes taking the exam. There is a fee determined by the College Board per exam for which parents/guardians are responsible. Fee reductions are available for those who qualify.

AP exam scores are accepted by colleges and universities all over the country. For more information on specific colleges and universities, please refer to the College Board website at www.collegeboard.com for more details.

Homework

In order to achieve satisfactory results and maintain a 2.0 grade point average, a minimum of two hours of homework are required of each student each evening preceding a school day (Sunday through

Thursday). This should be dedicated time free of distractions and interruptions. This amount of time is recognized as a minimum and should include completion of all written and reading assignments, reading and review of class notes, looking ahead to future chapters, and, when all else is completed, reading from a book of choice.

Graduation Requirements

To receive a diploma from St. Anthony High School a student must have:

- A record of good conduct and citizenship
- Successfully completion of a course in Theology during each semester of his/her enrollment
- Attendance at a retreat during each year of his/her attendance
- Completion all required Christian Service Hours
- Payment of all tuition/fee accounts
- Earned the minimum number of required credits:

A minimum of 270 Credits

Theology	40
English	40
Social Sciences	30
World Languages	20 (3 years strongly recommended)
Mathematics	30 (must include Algebra 1, Geometry, and Algebra 2) (4 years strongly recommended)
Science	30 (must include Biology, and Chemistry)
PE/Health	10
Visual/Performing Arts	10
Electives/Advanced Studies	60

Additional Academic Considerations

- Four-year universities strongly recommend taking 3 years or 30 credits of the same World Language.
- Pre-Algebra does not fulfill a year of math requirement.
- Only designated biological and physical lab science courses fulfill the science requirement.

Graduation

Participation in the commencement exercises at St. Anthony High School is a privilege, not a right. Students may be excluded from participating in the commencement exercises for a serious breach in the school's discipline code, failure to fulfill financial requirements, excessive absences, and failure to complete the school Christian Service Hours requirement.

A senior who does not satisfy all his or her course requirements by the end of her senior year and fails to graduate, must attend an accredited summer school program and attain a passing grade in the missing course(s). Likewise, any student who fails to satisfy the school's Christian Service Hours requirement, must complete the missing hours by August 31 of the summer immediately following senior year. Failure to meet this requirement results in forfeiture of a St. Anthony High School diploma.

College Entrance Requirements

Successful completion of St. Anthony High School's graduation requirements enables a student to qualify for admission to the University of California and California State University systems and to public and private four-year universities nation-wide.

Admissions Requirements for the University of California and California State University systems:

- English 4 years
- World Language 2 years: same language, 3 years recommended
- Math 3 years: Algebra 1, Geometry, and Algebra 2, 4 years recommended
- Science 2 years: lab science (Biology and Chemistry or Physics), 3 years recommended
- Social Science 2 years: 1 year of World History/Cultures/Geography, and either 1 year of U.S History or 1 semester each of U.S. History and Civics/U.S. Government
- Visual and Performing Arts 2 consecutive semesters of the same course
- Electives 1 year

Specific requirements for minimum qualification for the Archdiocese of Los Angeles, the University of California, the California State University, and NCAA eligibility can be found [HERE](#).

5.02 GRADING POLICIES

Assessment/Grading Policy

The primary purpose of evaluation is to determine the extent to which a student has achieved success in terms of course objectives. This level of achievement is to be determined through a systematic process and communicated to the students and his/her parents/guardians in the form of a letter grade.

While grades do not normally reflect behavior, teachers are permitted to make a participation grade part of the overall grade and to deduct points from this grade when the student disrupts the academic flow of the class or fails to bring needed materials to class. Grades also serve a diagnostic role. They may be the basis for recommending remedial work, evaluating the success of a curriculum, or determining those students ready for an accelerated program.

Grades determine the extent to which a student meets course objectives. Therefore, it is the teacher's responsibility to clearly state those objectives at the beginning of the course, in writing. The teacher defines the conditions that must be met by the student to receive a passing grade and what weight is assigned to each component of the final grade (test, reports, homework, class performance, etc.) Course work assessment is an essential aspect of every course. Homework is assigned on a nightly basis. Frequent assessment reduces subjectivity in grading.

Archdiocesan Grade Integrity and Grade Books Policy can be found [HERE](#).

Semester Final Exams

Comprehensive final exams or culminating projects are administered to students in every course at the end of each semester. Early final exams will not be given. Make-up final exams may be given at the approval of the Vice Principal.

Grading Scale

<i>Letter Grade</i>	<i>% Equivalent</i>	<i>Grade Point Value</i>	<i>Designation</i>
A	90-100	4.0	Outstanding
B	80-89	3.0	Good
C	70-79	2.0	Satisfactory
D	60-69	1.0	Unsatisfactory
F	Below 60	0.0	Failure
P	Passing in a Pass/Fail Course		
I	Incomplete	0.0	

The semester grade appears on the report card and is the only grade recorded on the student's permanent record. The quarter grades indicate the progress of the student at the midpoint in the semester.

Students who miss their finals exams due to unexcused absences will earn a zero.

Computing of Quarter & Semester Grades

Grades are computed on a semester basis. Quarter grades are issued on the date ending the quarter. Grades emailed out at the end of Quarter 1 and 3 as a "progress report" and do not appear on the official transcripts. Semester grades are the final grade at the end of each semester and appear on the official transcript.

Grade change policy

A student requesting a change in grade is required to first see the instructor. If the student feels intervention is necessary, he/she must submit a formal request to the Vice Principal within two weeks after the date that grades were released to students. Documentation should include any discrepancies in grades, corrected tests, quizzes, homework, essays, etc., and a written statement as to why he feels a grade change is necessary. The student will be notified in writing as to the outcome after meeting with the instructor and the Vice Principal.

Grade point average

Grade points are awarded according to a four-point scale: A= 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points. When calculating an applicant's grade point average, the University of California, the California State University, and most institutions of higher learning award an extra grade point for an A, B, or C grade in approved Advanced Placement and honors courses.

Grade Reporting

Report Cards

The academic year is divided into two semesters, each of which is composed of two quarter grading periods. At the end of each quarter and semester, the student's report card is emailed home.

Academic Progress/PowerSchool

Student academic progress can be monitored by parents/guardians/students utilizing the PowerSchool student information system. To access PowerSchool, please contact the Technology Coordinator for a username and password. It is the responsibility of the parents/guardians/students to regularly monitor grades. Students and parents/guardians should contact the teacher regarding questions about academic progress.

Protocol for Contesting Grades

When students or parents/guardians are concerned about the accuracy of a grade, the following procedures should be followed within two weeks of receiving the grade:

- First, talk directly to the teacher involved.
- Second, if talking to the teacher does not clarify the situation to the student's or parent's satisfaction, contact the student's counselor.
- Third, if communicating with the counselor does not clarify the situation to the student's or parent's satisfaction, contact the Vice Principal.
- Fourth, if speaking with the Vice Principal does not clarify the situation, contact the Principal.

Protocol for Appealing a Course Grade

In order to appeal a grade, students must contact the Vice Principal within two weeks of receiving their Report Cards.

Course Deficiency/Failure

Credit Recovery/Course Repetition

Students are expected to remediate all grades of F in summer school in the summer preceding the start of the next school year. If St. Anthony High School offers the necessary course(s), the course(s) must be taken at St. Anthony High School. Any exception to this policy must be approved by the Vice Principal prior to enrolling at a course at another institution. If SAHS does not offer the necessary course(s), the student must consult with the Vice Principal for acceptable alternate providers. The grade/credits from the summer school of attendance must be transferred to St. Anthony High School by the middle of August. Failure to remediate credit/course deficiencies may result in academic dismissal.

When credit is recovered, the original grade of D/F remains on the student's transcript; however, the improved grade is used in the calculation of the grade point average.

Courses with grades of C or higher cannot be repeated for grade improvement.

Academic Dismissal

Any student who is deficient 15 or more credits (F's in 3 or more courses) at the end of a semester is subject to academic review and may be dismissed.

Courses Taken at Other Schools

Students must obtain written permission from the Vice Principal to take any course at another school, including community college. Courses taken at another school, without prior written permission, will not be included in the student's cumulative record. An official sealed transcript from another accredited school must be submitted to the student's counselor for credit consideration. Once credit is awarded for a course, that course may not be repeated for additional credit.

Dual Enrollment at Community Colleges

Students wishing to enroll in a Community College will do so as dual enrollment students. Dual enrollment courses are for advancement and enrichment purposes. Students may not remediate grades at the Community College. Students must get the approval of the Principal or Vice Principal to enroll in dual enrollment courses.

5.03 STANDARDIZED TESTING

Standardized Tests

St. Anthony High School offers the following standardized tests during the school year:

- Applicants: HSPT
- Freshmen: PSAT 9, STAR 360°
- Sophomores: PSAT/NMSQT, STAR 360°
- Juniors: PSAT/NMSQT

Students are encouraged to take the SAT or ACT in their Junior and Senior year. The SAT and ACT are administered off-campus on multiple dates. Students must register online at the College Board (<https://collegereadiness.collegeboard.org/sat>) for the SAT and at ACT (<http://www.act.org>) for the ACT.

HSPT

The Scholastic Testing Service High School Placement Test is a comprehensive placement exam for 8th Grade students for placement in the 9th Grade. The exam measures students' cognitive and basic verbal and quantitative, reading, mathematics, and English language skills.

PSAT 9 and PSAT/NMSQT

The College Board Preliminary Scholastic Aptitude Test 9 and the College Board Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test measure literacy, and writing, analytical, and problem-solving skills that are needed for academic success in college. The tests provide Freshmen, Sophomores and Juniors with practice for the SAT. The scores of Juniors taking the PSAT/NMSQT are used to determine eligibility and qualification for the National Merit Scholarship Program.

SAT

The College Board Scholastic Aptitude Test is a college admissions test that measures literacy, and writing, analytical, and problem-solving skills that are needed for academic success in college.

ACT

The ACT college readiness assessment is a high school achievement and college admissions test that measures students' general educational development and their capability to complete college-level work in English, mathematics, reading, and science.

STAR 360°

Renaissance Learning STAR 360° testing program is a comprehensive K–12 assessment package that screens and groups students for targeted instruction, measures student growth, and monitors achievement on Common Core State Standards. Results are used for curriculum improvement, individualized student academic intervention, and honors/AP placement. STAR 360° tests are administered at least three times during the school year.

5.04 SUPPLIES AND TEXTBOOKS

Textbook Policy

Students are expected to obtain required textbooks by the end of the second week of the semester and bring those textbooks as required to each class. A list of required e-books, print books, apps, and other materials is available at the beginning of the school year in course syllabi.

It is the responsibility of students/parents/guardians to purchase books in a timely manner to ensure delivery by the deadline. Students who fail to obtain textbooks are unprepared for class and subject to disciplinary consequences. Failure to obtain textbooks and materials detrimentally impacts student learning and affects his or her grades.

5.05 HONORS & AWARDS

Honor Roll

If a student meets the following criteria he/she is placed on the school honor roll which is published each semester:

- Minimum 3.200 GPA in all academic subjects,
- No "F", or "I" in any subject.

Honor Roll distinctions are:

- High Honors 4.0 GPA and above
- Honors 3.50 GPA - 3.99 GPA

Honor Societies

- ***California Scholarship Federation (CSF)***

The Purpose of the CSF is to promote high standards of scholarship and service. Membership is on a semester-to-semester basis. To become a member, a student must apply to the Chapter moderator for membership during the designated application period within the first month of a semester. No late applications are accepted. The requirements for membership are:

- At least 3 "A" grades and one "B" grade for the semester in classes that meet CSF requirements.
- At least a 3.5 grade point average.

Students become Life Members (Seal Bearers) of the CSF if they have earned membership in five semesters in high school provided that one of these membership semesters is earned in the senior year. Students become 100% Life Members if they have earned membership in seven semesters of high school. Second semester Freshmen and first semester Sophomores are admitted as Associate Members.

- ***National Honor Society (NHS):***

Sophomores, Juniors, and Seniors are eligible for the NHS. Students may not apply for membership. Membership is an honor bestowed on students on behalf of the school. However, selection is based on Scholarship, Leadership, Service, Character, and Citizenship. To fulfill the scholarship requirement, the student must have a recommendation and a cumulative scholastic average of 3.5.

- ***Sociedad Honoraria Hispánica***

The *Sociedad Honoraria Hispánica* (Spanish National Honor Society) *Los Cervantinos de San Antonio* Chapter, which recognizes high achievement in the Spanish language and promotes continued study in Hispanic studies, is open to all Sophomores, Juniors, and Seniors. Membership is an honor bestowed on students on behalf of the school. Selection is based on academic excellence in Spanish, character, leadership, seriousness of purpose, cooperation, honesty, service and commitment to others.

Valedictorian/ Salutatorian

The valedictorian and salutatorian are chosen from those students with the highest cumulative grade point average with honor points after the seventh semester of high school who have attended St. Anthony High School for at least their entire junior and senior years. The valedictorian and salutatorian are selected (after a speech competition and resume review) from the top ten students in the senior class, who have demonstrated academic excellence, commitment to community, participation in co-curricular activities, and demonstrated personal, spiritual, and intellectual growth.

5.07 TUTORING

Teacher Tutoring Hours

Students who need help in subject areas may utilize the services of their teachers during the teacher “office hours”. Individual tutoring to students of teachers will be provided free of charge. Teachers will publish their availability in their course syllabi.

Private Tutoring

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents/guardians in identifying tutoring resources.

Additional information about Archdiocesan Tutoring Policies can be found [HERE](#).

5.08 ACADEMIC PROBATION, RETENTION/TRANSFER

Academic Probation

A student who has a grade point average below 2.0 in any grading period will be placed on Academic Probation. Academic Probation lasts for one grading period during which time the student may participate in all athletic or co-curricular activities.

- Probation becomes effective two days after report cards are issued.
- Parents/Guardians will be notified, in writing, when students are placed on Academic Probation.
- Students placed on Academic Probation will be required to attend weekly tutoring in the courses in which grades of D or F were earned.
- The student and parents/guardians need to sign an academic probation contract.
- Students will be required to participate in the Academic Monitoring Program (AMP) until achieving a 2.0 GPA for a grading period.

Academic Monitoring Program (AMP)

The Academic Monitoring Program supports students who earn a GPA below 2.0 at the end of a grading period. These students and their parents meet with the appropriate administrator to review the student’s academic status and to sign the Academic Contract. Students are required to attend tutoring in all courses in which they earned a D or F and attend weekly academic monitoring meetings with their counselor. During the weekly meetings, the student and counselor will review the student’s academic progress and develop strategies for success.

Academic Ineligibility

- A student on Academic Probation who does not raise his/her grade point average to a 2.00 at the end of the probationary period will be declared ineligible to participate in any athletic or co-curricular activity.
- Ineligibility becomes effective on the second school day of the week following the issuance of report cards and lasts for a minimum of one grading period. Dates on which ineligibility goes into effect will be posted on the school calendar. Students will remain ineligible until they raise their GPA above a 2.0 at the end of a grading period.
- Any student who wishes to participate in fall sports and/or co-curricular activities, who becomes ineligible at the end of the regular school year must raise his/her GPA and recover the credit for any second semester deficient grades during the summer. However, the student remains ineligible until summer school grades have been published. If the student fails to meet this requirement, then he/she will be ineligible to compete or participate in sports or co-curricular activities until he/she becomes eligible again at the end of the grading period. This includes practices, traveling to away games, and having any association with the sport or activity.
- Academic ineligible students must participate in AMP.

5.09 COUNSELING

Counseling Policy

The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to do so.

In addition to providing classroom instruction, schools may engage in the following limited counseling activities:

- Provide advice and counseling regarding academic subjects, class selection for high school students, and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide students with referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions
- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns, achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed, insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians (see School Inclusion)
- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and financial aid; schools may also provide catalogs and information sessions

In cases of actual or suspected cases of child abuse or neglect, please see [Legal Responsibility to Immediately Report Suspected Child Abuse or Neglect](#).

Academic, College and College Counseling

Each student is assigned a counselor with whom he/she will meet throughout the school year. Counselors are assigned alphabetically for the student's tenure at SAHS. Requests for counselor reassignment must be made in writing to the Vice Principal.

Detailed information on colleges, job careers, scholarships, placement tests, analysis of test results, student performance, and student interest are available to all students in the College/Career Center.

Naviance Student

St. Anthony High School subscribes to a program called Naviance Student which is used to track and manage students' college admission processes. It is also how SAHS sends official transcripts and teacher letters of recommendation to the colleges and universities. For students, it is a comprehensive college and career program that helps students align their strengths and interests to postsecondary goals to improve student outcomes after high school.

College Applications

Students can manage and track their college applications in Naviance Student. There are links to the University of California (UC) and California State University (CSU) applications in Naviance Student, as well as The Common Application, which is used by nearly 1,000 colleges and universities across the country, including nearly all of the private schools in California.

Transcript Request

All official transcripts are requested via Naviance Student. The counselor will then upload the official transcript to Naviance Student and send it directly to the college or university indicated.

NOTE: Universities in the UC and CSU systems do not require an official transcript at the time the application is submitted. Students will be notified when the official transcript is required.

Letters of Recommendation

All letters of recommendation (LOR) are requested via Naviance Student. The teacher will upload their LOR to Naviance Student and send it directly to the college or university indicated.

NOTE: Universities in the UC and CSU systems do not require letters of recommendation.

Financial Aid for College

St. Anthony High School sponsors a college financial aid night for parent/guardians and students each August during which important information regarding financial aid is disseminated.

FAFSA

All families of seniors should complete the Free Application for Federal Student Aid (FAFSA). It is the first step to any level of financial aid in college (including community college & trade schools). The FAFSA is available starting October 1st of the senior year & should be completed as soon as possible after they are made available. Early completion of the FAFSA is important since colleges and universities will not provide a financial aid award letter until they are able to review the FAFSA.

Cal Grants

In order to be considered for the Cal Grant, the following steps must be completed: 1) completing the FAFSA: 2) the submission of the GPA verification from SAHS to the California Student Aid Commission.

After these steps are completed, students can qualify for a Cal Grant based on merit and need. Cal Grants only apply to students attending colleges and universities in California.

CSS Profile

The CSS Profile is another form used to determine a student's need for financial aid. It is used mostly by private colleges and universities. Schools requiring the CSS profile will let applicants know if it is required.

Personal Counseling

St. Anthony High School engages the services of Counseling Partners of Los Angeles (CPLA) which offers a program of services of personal counseling services to St. Anthony High School students and their families. CPLA counselors are on campus five days a week to provide social and emotional counseling. They are available by request from students or parents/guardians or by referral from a teacher, coach, or administrator. While counselor-student confidentiality is respected, if issues require the intervention of parents/guardians, the Department of Child and Family Services, and/or law enforcement, the counselor will take appropriate action. CPLA partners with the school to help ensure that the social and emotional needs of the students are met in a safe and caring school environment.

5.10 VIDEO/FILM POLICY

St. Anthony High School follows the Archdiocesan Copyright and Video Screening Policy which can be found [HERE](#).

5.11 SUMMER SCHOOL

Summer School

St. Anthony High School offers a summer school program for remediation and enrichment. If a St. Anthony High School student has failed a course and the course is offered at St. Anthony High School Summer School, *the course must be taken at St. Anthony High School*. Summer School courses taken at a school other than St. Anthony High School must have prior written approval from the Principal or Vice Principal. The St. Anthony High School summer session is co-educational and is open to students attending St. Anthony High School.

A summer school grade will only be accepted as a grade after official transcripts have been submitted to the Academic Office. No schedule changes or assignment of credit will be made without official transcripts. It is the responsibility of the student to make sure transcripts are submitted by the middle of August if the course is taken at another institution.

A summer school mark will appear on the transcript in addition to, not in lieu of, the previous mark. Courses are to be made up during the summer of the year in which the failures occurred. Students that do not make up their credits during the summer jeopardize their academic standing and may not be allowed to return for the new school year. Students who must take a class at another school must gain prior permission from the Vice Principal.

6. COCURRICULAR ACTIVITIES AND ATHLETICS

Co-Curricular and Athletic Activities

Co-curricular and athletic activities are scheduled in the calendar. Each activity is assigned a moderator or coach. All activities and events are holistic opportunities for students to engage in leadership and community building. Parents/Guardians, coaches, and administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork, emotional control, doing one's best, and good citizenship.

Co-curricular and athletic activities are not an adjunct to the high school program but are an essential part of our educational goals. Regulations for such activities are in accordance with Archdiocesan policies. Proper supervision is provided at all events.

6.01 BEFORE & AFTER SCHOOL POLICIES AND PROGRAMS

Before & After School Policies and Programs

The school campus is open between the hours of 7:00 AM and 4:00 PM. When the campus is closed, students may not be on campus unless involved in a supervised activity.

The following activities may happen before or after school. Times and sites vary depending on the activity.

- Teacher tutoring.
- Sports conditioning and practice.
- Band practice.
- Drama rehearsals.
- Co-curricular activities.
- Detention.

6.02 FIELD TRIP AND EXCURSION POLICY

Field Trip and Excursion Policy

St. Anthony High School adheres to all Archdiocesan policies applicable to all field trips, excursions, and activities.

The Archdiocesan Policies for Field Trips, Excursions, and Activities (local, intra-state, out-of-state, foreign, and overnight) can be found [HERE](#).

Academic Field Trips

The policy of the Department of Catholic Schools provides for the curriculum in a Catholic High School to incorporate field trips during the regular school day. Field trips must be educational in nature and related to the curriculum and content of the course for which the trip is being planned. For proper supervision, the teacher must check with the destination to find out about any supervision requirements (often suggested is one adult for every 10 students). If the destination does not have a supervision requirement, the school's minimum supervision requirement is one adult for every 15 students. The

school's rules of conduct must be followed. Students must wear the school uniform unless dispensed of by the Dean of Students or school administrator for extraordinary reasons.

Co-Curricular Field Trips

Club-sponsored field trips and social excursions are strongly discouraged but must follow the same procedures as those for educational field trips. These excursions may never take place during regular school hours.

Overnight, Out-of-State, and Foreign Travel

Additional guidelines apply for field trips that include overnight stays, out-of-state, or foreign travel. For out-of-state and foreign travel, student participants will assume all costs related to the trip (inclusive of purchasing additional insurance through the Archdiocese of Los Angeles), must have met all current financial obligations to the school, and must be in good academic standing and have records of good conduct and attendance.

Non-School Sponsored Trips

St. Anthony High School does not endorse or assume liability for any unauthorized field trip or excursion. Only Principal or Principal designee can authorize a field trip.

6.03 TRANSPORTATION

Transportation

Transportation to co-curricular activities and athletics may include personal motor vehicles, on-demand transportation services, vans, buses, boats, or airplanes. St. Anthony High School provides transportation to students participating in school-sponsored activities. Occasionally, students may be charged a nominal fee for field trips and other excursions. Personal vehicle transportation by families is strongly discouraged and is not allowed by St. Anthony High School staff members.

Archdiocesan Guidelines regarding Transportation can be found [HERE](#).

Minors Leaving on Their Own

Parents/Guardians may grant permission for their children to leave school, the parish, or another location, or a location-sponsored event on their own. Persons in charge of the location must obtain from the parents/guardians a written, signed, and dated permission to walk/bike/drive from location and location's sponsored events form and file it with other permissions and waivers.

6.04 STUDENT GOVERNMENT

Associate Student Body (ASB)

Every student of the school is a member of the Associated Student Body (ASB) and participates in electing the officers and representatives of the Student Government. The purposes of this organization are to unify all elements of the school—students, faculty, administration, parents—by communication; by representing the student body through elected leaders; by providing a forum for student opinions and ideas; by promoting recognition of community responsibility and citizenship; and by coordinating co-curricular activities.

Class Organizations

Each student is a member of his or her grade level class organization and entitled to participate in the activities of that class.

Elections Rules

Eligibility for Office

- The ASB President and ASB Vice President must be seniors and have at least one year's experience in student government.
- To be eligible to hold office, students must maintain the following:
 - Minimum 2.5 Grade Point Average (GPA) with no Ds, Fs, or Incompletes.
 - Satisfactory Conduct.
 - Satisfactory Attendance.
 - Enrollment in ASB/Leadership Class.
 - Registration for the Academic Year of Office.
 - All candidates must obtain the designated faculty/staff signatures in addition to parental approval.

Election Process

The positions of President and Vice President are elected; ASB Secretary, ASB Treasurer, and ASB and Class Commissioners are appointed offices. Candidates must obtain an official Candidate Application from the Director of Activities and complete and submit it by the established deadline.

Authority

ASB Executive Board

There is an Executive Board elected annually consisting of a President, Vice President, Secretary, Treasurer, Historian and Commissioners. ASB Executive Board coordinates school-wide ASB activities, dances, and fundraisers

Student Council

The Student Council has been organized to establish democratic procedures governing student activities and to develop a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit, and Christian virtues.

Class Council

Class Councils have been organized to establish democratic procedures governing class activities and to develop a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit, and Christian virtues. Class Councils coordinate class activities and fundraisers.

ASB and Class Officers

A list of current ASB and Class Officers may be found on the school website [HERE](#).

6.05 CLUBS/ORGANIZATIONS/HONOR SOCIETIES

Clubs/Organizations/Honor Societies

St. Anthony High School offers a variety of interest-based, honor, and service clubs and organizations. Any student may participate in a club provided he or she meets the organization's requirements for membership. To be eligible to be an officer of the group, he or she must meet the qualifications specified in the charter of the group.

Student clubs may fluctuate from year-to-year. Students are encouraged to become involved in special interest clubs in order to further their experience in areas beyond the classroom setting. Faculty members serve as moderators and help student officers establish schedules for meetings and activities. Information about the campus clubs may be obtained by attending various club meetings or from the Activities Director. Off campus club related field trips and/or service projects will require permission slips for attendance.

New Clubs/Clubs Renewal

To establish a new club or renew an existing club, students must submit a complete Petition to Establish/Renew a Club to the Activities Director, who will present it to the Administration for approval. The petition must include the following information.

- Club name.
- Organizing student(s) name(s).
- Moderator name and signature.
- Names of at least 10 students willing to join the club.
- Meeting times.
- Description of club purpose.
- Description of club service project.

Clubs, Organizations and Honor Societies

A list of current clubs and organizations may be found on the school website [HERE](#).

6.06 DANCES

Dances

The Student Council coordinates school dances. School dances are open to non-St. Anthony students who receive the approval of the Director of Activities of Dean of Students through guest passes. All students must also sign and submit a Dance Behavior and Dress Code Agreement 48 hours before the dance to be considered. Dance tickets are not refundable.

Guest Pass

- A Guest Pass includes the guest student's name and parent contact information, a photocopy of the guest's student ID card, approval of the guest's school's administration, and the sponsoring Saint Anthony student's agreement to assume responsibility for the guest. Formal dances require the attachment of the business card of a school administrator from the guest's school.
- All guest passes must have the proper identification and signatures to be valid and must be turned in 48 hours before the dance to be considered.
- Guests must be of high school age and not older than 20 years old.

Behavior and Dress Code Agreement

- The Behavior and Dress Code Agreement defines the appropriate student conduct for dances.
- Students must wear proper attire. The Behavior and Dress Code Agreement defines the appropriate attire for a dance: casual, semi-formal (Homecoming and Winter Formal), or formal (Junior/Senior Prom).
- If attire is deemed inappropriate and/or not in compliance with the dress code, students will not be admitted to the dance, and no refunds will be provided.
- Completed Behavior and Dress Code Agreements must be submitted a minimum of 48 hours before any dance.

Admission to Dances

- All students must present their respective school identification cards for admission. If an approved guest is not currently a student, he/she must present an I.D. card with a photograph. Students who have been dismissed from the school for disciplinary reasons may not attend any St. Anthony dances.
- Students will not be admitted to a dance if they have been absent from school on the day of the dance.
- All St. Anthony High School students who will be attending any dance and the Junior/Senior Prom must have tuition and fees paid in full before being allowed to attend. Any student who pre-pays for the Winter Formal, or Prom is later found ineligible to attend for financial or any other reason will not be able to get a refund.
- No student will be admitted to a dance one half hour after starting time. Students may not leave the dance until it is over, unless a parent/guardian retrieves them.

Formal Dances (Homecoming, Winter Formal, Prom)

Formal and Semi-Formal Dances

The Homecoming Dance is a semi-formal dance and the Winter Formal and Junior/Senior Prom are formal dances. All students may attend the Homecoming Dance. Juniors and Seniors may attend the Junior/Senior Prom.

Graduation Celebration/Grad Night

Grad Night

Grad Night is an end-of-high-school celebration open to St. Anthony Seniors only. Attendance for the entire school day on the day of Grad Night is required. All participants must follow all SAHS discipline guidelines. Students who will be attending Grad Night must have tuition and fees paid in full before being allowed to attend. Any student who pre-pays for Grad Night and is later found ineligible to attend for financial or any other reason will not be able to get a refund.

6.07 STUDENT PUBLICATIONS

St. Anthony High School publishes the following print and digital student publications:

- *The Anthonian* (Yearbook).
- *The Halo* (Student Newspaper).
- SATV.

Student Publications

Student publications are important elements of the instructional program and contribute directly to the school goals. The Principal is the publisher and has the legal responsibility for the newspaper, yearbook and any other publication. Copyright laws must be observed.

St. Anthony High School reserves the right of final censorship of all student publications' content prior to publication.

Archdiocesan Policies regarding Student Publications can be found [HERE](#).

Schoology

Schoology, the school's learning managements system, is the primary platform for communication to students of announcements regarding student activities, clubs, athletics, and bell schedule changes, in addition to course-specific information.

Signs and Posters

Signs and posters to be displayed on campus for any school activities may be put on designated bulletin boards only after obtaining permission from the Activities Director or a member of the Administration. Nothing should be taped to a window or painted surface. "Blue painter's tape" is the only tape allowed to be used on campus for posting of signs and posters.

6.08 PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

The Archdiocesan Parent/Guardian Release for Student or Minor (Noncommercial) indicates parental consent for publication/use of student name, image, voice and work. The Archdiocesan Parent/Guardian Release for Student or Minor (Noncommercial) form must be completed annually and can be accessed [HERE](#).

6.09 SCHOOL RINGS

School Rings Policy

Only students attending St. Anthony High School may purchase school rings. Students are eligible to begin the ordering process in the spring of their Sophomore year. The school determines the sole vendor authorized to use the Block SA Logo.

6.10 STUDENT IDENTIFICATION CARDS

Student Identification Cards

Each St. Anthony High School student is issued an ID card. The ID is needed for dances, athletic events, the bus, SAT testing, employment, and for other Catholic School sponsored events. If an ID is lost, the Registrar/Attendance Clerk will replace it for a \$10.00 replacement fee. Students must carry their ID cards at all times.

6.11 YEARBOOK

Yearbook—*The Anthonian*

Every student receives a yearbook at the end of the school year. The cost of the yearbook is included in the Registration Fee.

St. Anthony High School reserves the right of final censorship of yearbook content prior to its printing and publication.

6.12 ATHLETICS

Athletics

The goal of the athletic program is to build physical strength, self-discipline, and team spirit in an atmosphere permeated with idealism, energy, and Gospel values.

St. Anthony High School is a member of the California Interscholastic Federation-Southern Section, The Catholic Athletic Association, and Santa Fe, Camino Real, and Del Rey Leagues.

Athletic Handbook

A separate Athletic Handbook can be found in the Athletics Section of the school website **HERE**:

Sports Teams

St. Anthony High School fields the following teams.

Fall Sports:

- Football
- Girls Flag Football
- Girls Volleyball
- Boys Beach Volleyball (Club)
- Girls Golf
- Boys Cross Country
- Girls Cross Country
- Cheer (Sideline) and Song

Winter Sports:

- Boys Basketball
- Girls Basketball
- Boys Soccer
- Girls Soccer
- Cheer (Traditional Competitive) and Song
- Boys Rugby (Club)

Spring Sports:

- Boys Volleyball
- Girls Beach Volleyball

- Baseball
- Softball
- Boys Golf
- Boys Swimming
- Girls Swimming
- Boys Track and Field
- Girls Track and Field

Students may also have the opportunity to participate in certain CIF individual sports. Please contact the Athletic Director for more information.

Selection Process/Requirements for Participation in Athletics

For the sports team selection process and requirements for participation, refer to the Athletic Handbook found in the Athletics Section of the school website **HERE**:

Athletic Medical Clearance

For the athletic medical clearance, refer to the Athletic Handbook found in the Athletics Section of the school website: **HERE**:

Injuries and Accidents

For the response to injuries and accidents, refer to the Athletic Handbook found in the Athletics Section of the school website **HERE**:

Athletic Fees, Equipment and Uniforms

For the athletic fees, equipment and uniforms, refer to the Athletic Handbook found in the Athletics Section of the school website **HERE**:

Discipline Policies and Procedures in Athletics

For the discipline policies and procedures in athletics, refer to the Athletic Handbook found in the Athletics Section of the school website **HERE**:

Varsity Jackets and Sweaters

For the guidelines relative to letterman jackets, refer to the Athletic Handbook found in the Athletics Section of the school website **HERE**:

Academic Credit for Participation in Team Sports

Students must complete the full season of team sports to earn 5 credits in PE. A grade of Pass/Fail will be issued. This grade does not calculate into a student's GPA.

Sportsmanship Code for Spectators

Code of Ethics—Parents/Guardians

Parents and guardians play a critical role in the success of the St. Anthony High School Athletic Program. Student participation in athletics is a privilege, not a right. Participation in athletics serves both as a vital component in the education of the whole person and a valuable tool in teaching our students the value of hard work and the essence of teamwork. Our athletic department strives to be a positive extension of the excellent education in our classrooms, where lessons in self-discipline, self-confidence and character building through adversity abound. Parents and guardians play a critical and central role in this process.

We expect our parents and guardians to model this commitment and philosophy and be examples of good sportsmanship and Christian behavior.

The following are some things we expect parents and guardians to do to help make their student's experience in the athletic program a positive educational endeavor.

- ***Keep athletics in perspective***
 - Emphasize the right priorities: God, Family, Academics, Athletics.
 - Place value in the positive participation, not the winning or losing of a contest.
 - Remember as parents/guardians at St. Anthony High School, they represent the school and its mission.
 - Do not publicly demean participants in an athletic contest (players, officials, coaches, other parents or spectators, etc.).
- ***Support their student athlete***
 - Talk to their student about how things are going with his or her sport.
 - Let their students select a sport based on his or her perceived ability and preferences.
 - Come to as many of their student's contests as possible.
 - Stress and model the importance of a healthy lifestyle free of drugs, tobacco, and alcohol.
 - Encourage their student to accept victory and defeat with both pride and compassion.
 - Do not support "quitting" as the best way to solve problems, but rather stress perseverance.
- ***Support the Athletic Program***
 - Be supportive of the coaching staff and game officials and respect their professional integrity and judgment.
 - Follow the communication procedure outlined in the Athletic Handbook.
 - Model positive, respectful behavior when attending contests.
 - Understand the time commitment and needs of the particular sport, as many of them involve significant commitments of time and financial resources.
 - Help their students follow the guidelines in Athletic Handbook and the CIF-SS Code of Ethics.
 - Display, by their actions and words, an understanding of the Mission of St. Anthony High School, to enhance the image of our school to the community.

St. Anthony High School believes that a positive and constructive partnership with a student's parents/guardians is essential to the fulfillment of the School's mission. Parents/Guardians who do not support the mission, or fail to be civil, and/or become disruptive in their relationship with the School or its constituents, jeopardize that relationship. Thus, St. Anthony High School reserves the right to prohibit attendance at sporting events and practices if the School reasonably concludes that the actions of any parent or guardian make such a positive, constructive relationship impossible, or otherwise interferes with the School's accomplishment of its educational purposes.

Coach/Trainer Certification

St. Anthony High School coaches are fingerprinted and have completed safe environment training through Virtus and Play Like a Champion. In addition, all coaches have completed First Aid/CPR/AED certification every two years; tuberculosis Mantoux skin testing every four years; annual concussion training, sudden cardiac arrest training, and heat illness training. Football coaches must also complete annual tackling and blocking training and opioid fact sheet training. Cheer coaches must also complete CIF cheer coaching training. New coaches must also complete the archdiocesan harassment training program.

CIF

St. Anthony High School coaches comply with California Interscholastic Federation (CIF) *Blue Book* and National Federation of High School Association (NFHS) guidelines for sports. St. Anthony High School will not make any exceptions which place the school's good standing with CIF in jeopardy.

7. TUITION AND FEES

As a Catholic school not supported by state funds, St. Anthony High School is a tuition-based school relying on tuition and fees for its operating budget support. However, with the cost to educate students being roughly the same as publicly funded schools, St. Anthony High School relies on parent/guardian support and volunteerism, to make up the difference that is not covered by tuition alone.

7.01 TUITION AND GENERAL FEES

Information on Tuition, additional school fees, retreat fees, and International Student rates can be found on the school website [HERE](#). The Administration reserves the right to amend tuition and fees if necessary.

Catholic families need to provide verification from their pastor that they are contributing members of their parish to receive the Catholic tuition rate. It is the family's responsibility to secure verification from their pastor. If verification cannot be provided, non-Catholic tuition rate will apply.

A \$400 discount will be awarded if tuition is paid in full by the first Monday of June. Students who receive tuition assistance are not eligible for the Paid in Full Discount.

SAHS offers a *one-time \$500 Legacy Scholarship* to incoming Freshman upon admission whose relatives (grandparent, parent/guardian, and/or siblings) have graduated from St. Anthony High School.

7.02 TUITION COLLECTION

Tuition Collection

Tuition is payable in 12 installments starting in July and ending in June. Tuition payments are made through the FACTS Tuition Management Program. Enrollment in FACTS is mandatory. Failure to register with FACTS Tuition Management will impact enrollment at Saint Anthony High School. A late fee of \$50.00 will be assessed if any payment is not received within 10 days from your established payment due date. All tuition must be directly debited from a bank account.

A \$400 discount will be awarded if tuition is paid in full by the first Monday of June. Payment must be made using cash, check or money order. Credit cards are not accepted for payment-in-full discount. Students who receive tuition assistance are not eligible for the Paid in Full Discount.

Delinquent Tuition

Any account more than two months past due will be considered to be in default. The student will be suspended from school until the account is brought current.

If tuition falls behind more than one month, the parent will be contacted and if satisfactory arrangements are not made, the student may be suspended. If tuition is more than two months in arrears, the amount may be handed over to a collection agency.

Semester exams, grades, and diplomas may be held if all financial obligations are not cleared. The school may also suspend the student from attending classes, retreats, athletics, cocurricular activities, prom, and/or receiving a yearbook in cases where financial obligations are not being met.

The school is grateful to all parents/guardians who take their financial obligations seriously and meet them in a timely manner. It is imperative that parents/guardians who are unable to make a payment for any reason contact the Business Office immediately to discuss the matter.

Tuition Adjustment Policy for Non-Completion of the Semester:

If a student withdraws or is dismissed after the fourth week of either semester, the parent(s) or guardian(s) are responsible for paying the full semester tuition and all semester fees. When a student leaves the school within the first four (4) weeks of a semester, the parent(s) or guardian(s) are responsible for a prorated share (25 percent each week) of the semester's tuition and semester fees. The tuition charged and percent of financial aid credited is based on the date that a written notice of withdrawal is received by the school.

Other Payments

Fees and deductibles are billed through FACTS.

The return of a personal check for insufficient funds (NSF) by a bank will result in the assessment of a *\$30.00 charge plus collection fees* to the student's account. Parents/Guardians are asked to remit the payment by another acceptable method.

The last day to pay by personal check before semester exams is ten days prior. During examinations, the school will not accept payment by personal check, but *only by cash, debit card, credit card, money order, or certified check*.

The school reserves the right to:

- Refuse students admittance to semester examinations if tuition accounts are not current.
- Withhold the issuance of grades and credits if courses are not completed because tuition and fees are not current and/or if there are other delinquent responsibilities (athletic equipment, unpaid obligations).
- Withhold transcripts to colleges and universities if tuition accounts are not current.
- Refuse students admittance to or participation in any co-curricular activities including inter-scholastic/athletic events if tuition and fees are not up to date.
- Place any account for collection when our sole efforts do not yield timely payment.

7.03 TUITION ASSISTANCE

Tuition Assistance

St. Anthony High School, through the generosity of benefactors, is committed to making a Catholic education possible for as many young people and families as possible. This policy applies not only to entering students but also to students already enrolled. It is a fact that financial situations change, and so a family is required to apply or reapply each year.

St. Anthony High School offers some financial aid to students who need assistance in meeting tuition costs. The student's family must truly need tuition assistance, without which the student could not attend the school. Even so, the parents/guardians are expected to make some financial sacrifice and commitment to the school.

Through the Catholic Education Foundation of Los Angeles, the Archdiocese of Los Angeles also provides tuition assistance to students from families with demonstrated financial need.

Tuition Assistance applications are available in November and must be returned by the published deadline. Parents/Guardians must reapply each year to receive tuition assistance for the next year. All students applying for aid must meet the eligibility guidelines to be considered for tuition assistance.

Eligibility Guidelines

Students receiving tuition assistance must:

- Demonstrate financial need.
- Maintain at least a 2.0 GPA.
- Maintain a record of good conduct.
- Contribute positively to student life through campus involvement.
- Meet their tuition and fees payment commitments, as agreed upon each year.
- Fulfill annual parent service hour and parent support requirements.

Although tuition assistance is given on a year-to-year basis, it is subject to cancellation at the end of any semester for any reason. Students must maintain a 2.00 GPA, or forfeit eligibility for tuition assistance.

Additional information regarding Archdiocesan Financial Aid Policies can be found [HERE](#).

St. Anthony High School Tuition Assistance Program

Parents are required to complete an online Application for Tuition Assistance from St. Anthony High School through FAST AID for each student and upload a copy of their previous year's Federal Income Tax Return Form 1040 along with W-2 forms before the January deadline. These forms are then submitted to the Tuition Assistance Committee which determines the amount of assistance the student may receive. Families will be notified of tuition assistance awards by mail.

Catholic Education Foundation Tuition Assistance Program (TAP)

Catholic Education Foundation Tuition Assistance Program (TAP) applications are available in September for 8th Grade (Incoming Freshmen) applicants and November for both new and renewal high school applicants. Parents/Guardians are required to complete a TAP application for each student and submit it to the school by the January deadline along with copies of supporting financial documents including

previous year's Federal Income Tax Return and W-2(s). The Catholic Education Foundation will notify applicants of TAP awards by email.

Catholic Family Discount Program

A \$1000 tuition discount is available to families who will have a student both at St. Anthony High School and at least one other student in a Catholic elementary school. To qualify for this discount, families must have a household income of \$100,000 or less and provide income verification. Students receiving this discount must maintain all requirements as stated above. Parent/Guardian must provide a copy of the current year tuition statement or letter from the Principal of that Catholic Elementary School as evidence of sibling's registration and attendance there. Please note: families receiving financial assistance from the Catholic Education Foundation do not qualify for this additional discount.

7.04 PARENT SERVICE AND FUNDRAISING REQUIREMENTS

Parent Service Hours

Parent Service Hours are coordinated through the school and serve to benefit the school specifically. Annual events, work days, working at athletic events, special functions and other opportunities will be made available to parents via the Track It Forward site or through the athletic program. Additionally, attendance at monthly PEP meetings will qualify for service hours. Events such as back-to-school night, athletic meetings and parent conferences are not considered service hours.

25 hours per family (12.5 hours for single/military) are required. To encourage parent participation in school events each hour is valued at \$25. In addition, 5 hours are restricted to attendance at designated Parent Association sponsored meetings/events. Parents with an outstanding balance of service hours as of April 30 will be billed at \$25.00 per hour.

It is the responsibility of parents to complete the Parent Service Hours requirement. Students are not eligible to earn credit for Parent Service Hours for their families. Other adult family members may earn these credits. Parent service hours cannot be shared with other families.

Parent Service Hours are logged using the Track It Forward website **HERE**. Parents are asked to open a family Track It Forward account to be notified of service opportunities and to log completed service hours. Parents/Guardians must enter hours into Track It Forward within 10 days of completing their hours to receive credit for the service. The last day to enter Parent Service Hours into Track It Forward is April 30.

Annual Saints Run Participation

Each family is required to participate in the annual *Saints Run* held each Spring by registering two adults and each student attending SAHS. In the event this requirement is not met, the student account will be billed \$75 per two adults and one student, and an additional \$15 for each additional student in the family.

7.05 COSTS/FEES (WHEN APPLICABLE FOR FIELD TRIPS, SUPPLIES, SPORTS, SENIOR FEES, ETC.)

Sports Participation Fee: \$250 per sport per season (Football \$1000; Cheer has additional fees).

A sports participation fee of \$250 for each sport per season (except football), in addition to any other fees relevant for each sport, will be billed to the student's FACTS account on the dates listed below. Additional fees and/or fundraising requirements may be required for each sport to cover the cost of spirit pack items, practice gear, travel, equipment, etc. Such fees will be clearly communicated to the parents prior to the start of the season. In the event that a student quits the team, the fee will still be required.

FALL SPORTS: August 1
WINTER SPORTS: November 1
SPRING SPORTS: February 1

Other School Fees

- Price of monthly Bus Passes for the St. Anthony High School Transportation System can be found [HERE](#).
- Senior Fee: Tuition for Grade 12 includes graduation fees, senior retreat and Grad Night.
- School Ring: The purchase of a school ring is optional.
- Clubs and Organizations fees vary depending on the organization.
- Field Trips fees vary depending on the cost of admission to the field trip site and transportation expenses. Costs of field trips will be billed through FACTS.

8. DISCIPLINE

PHILOSOPHY

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

Decorum is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

Discipline Program

The goal of the Discipline Program is to encourage students to develop into responsible Christian adults and good citizens through self-discipline. In order for the school community to function properly, there are rules, regulations and policies. Guidelines exist to promote and reinforce Gospel values and Christian virtues, allow for safety, individual and community welfare, and to build character; others exist to guide and direct conduct.

When a student enrolls, it is understood that the individual and the family agree to comply with all school rules, regulations, policies and procedures.

A well-educated citizen always makes good choices and exercises ethical conduct. Where the student is not yet able to exercise self-discipline and makes poor choices, he or she will enter into the Discipline Program at the appropriate level.

At the end of each semester, each student's discipline file may be reviewed by the Dean. St. Anthony High School reserves the right to ask any student not to return to St. Anthony High School if that student has failed to follow the rules of the school and its attempts to correct negative behavior.

Classroom Behavior

Students are expected to be on time for class and ready to begin on schedule. They should have with them their school-issued Apple device, books and supplies. During class, it is expected that students be polite, open-minded, tolerant and respectful. Courtesy to the teacher and other students should be shown at all times. Students must also abide by each teacher's individual class rules and expectations.

Discipline and Procedures

Students violating school rules will be issued a Detention Form and must serve detention as required.

Teachers and staff will be the first to deal with minor classroom or campus violations by the following steps:

- Correct the student behavior
- Assign student detention, using the detention form, for rule infraction if behavior is not corrected

If the misbehavior continues, the student may be suspended.

Student Accountability

A student will be held accountable for misconduct related to school activities either as a spectator or as a participant; while on school grounds; during any school-sponsored activity whether on our campus or at another school.

Agents of School Discipline

All administrators, teachers, support staff, and coaches are responsible for reporting violations of school rules to the Dean of Students. Teachers, staff and coaches will be the first to deal with minor classroom or campus violations.

Due Process

- If a student contests a violation, he/she should first speak to the teacher or staff member who issued the detention. This conversation should happen within one week of receiving the violation.
- If the issue is not resolved, the student may request a meeting with the Dean of Discipline, whose decision is final.
- In more serious matters, the Dean of Students may convene the Discipline Review Board. In that setting, the decision of the Principal is final.
- An appeal beyond the Principal's decision involves the Archdiocese of Los Angeles, through the Archdiocesan Grievance Process.

Policies Related to Discipline

- **Backpacks**
- Backpacks must be removed during class time and placed under the desk. Writing, or marking on another person's property is a violation.
- **Canine Contraband Detection Program**
- St. Anthony High School is committed to providing its students, faculty, and staff with a learning environment and workplace free of drugs and alcohol, as well as the violence that often

accompanies such things. To this end, as a proactive measure to ensure student safety, St. Anthony High School periodically invites the Impact Canine Solutions to conduct random searches of student backpacks, lockers, and vehicles parked on campus using canines trained in the detection of the following odors illegal drugs (marijuana, heroin, cocaine, opium, etc.), over-the-counter and prescription drugs (aspirin, muscle relaxants, etc.), alcoholic beverages (beer, wine, liquor, etc.), and gunpowder. An alert from trained and certified detector dog is sufficient to allow school officials to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car, or his/her personal property and effects.

- **Campus Cleanliness**

- All students have the responsibility for keeping the campus clean by throwing papers and garbage in the trash cans.
- All students must participate in campus clean up under the direction of the faculty, staff, and administration.

- **Distribution of Literature**

Distribution of literature, advertising, questionnaires, etc. by students or any outside agency is not permitted on campus unless authorized by the Principal.

- **Food in the Building**

- Except on rainy days, food is not permitted in the buildings or classrooms.
- Students who eat in the building will earn a detention.

- **Gangs**

Any student who professes membership in a gang or publicly displays support for membership in gangs will be asked to withdraw from St. Anthony High School.

- **Gum Chewing Policy**

Students will be issued a detention for chewing gum anywhere on campus during the school day. Violations may be issued by any member of SAHS faculty or staff.

- **Hall Passes**

Any student who finds it necessary to leave the classroom during class must secure the permission of the teacher and must sign out on the classroom log. The student will be issued a hall pass to carry while out of class. Upon returning to class, the student must sign back in on the classroom log. Failure to follow appropriate procedures and/or abuse of permission to be out of class will result in disciplinary action.

- **Jaywalking/Compliance with Traffic Regulations**

Students are to cross the streets bordering the school campus only at the marked crosswalks.

- **Lockers**

Lockers are provided to students only by request, as needed. Although a student may have the use of a locker for his/her belongings, a locker is still the property of and under the control of the school and its officials. It is the proper function of the school authorities to inspect the student lockers upon reasonable suspicion to prevent use in illicit ways or for illegal purposes.

- A locker can be requested by a student at the beginning of the school year. Students may not *change lockers or use another student's locker* without the approval of the Assistant Principal of Operations.
- Students may go to their lockers only before school, at the beginning and end of the morning break, at the beginning and end of the lunch period, and after school.
- At all times, lockers are to be kept locked. They must also be clean and neat. There will be periodic health and safety checks and those with untidy lockers will be subject to disciplinary action.

- Students are responsible for the loss or theft of any articles stored in a student locker. Students are responsible for any articles stored in their locker and any writing/markings on the inside of their lockers.
- At the end of the year, a deadline date will be given for cleaning out all lockers. Students who fail to clean out their lockers, will be assessed a \$10 cleaning fee.
- Students must use combination locks that are distributed by the school and should not give their locker combination to any other student. Defective lockers or locks should be reported to the Assistant Principal of Operations immediately. Lost locks will be charged \$10.
- Students may request from the Athletic Director the use of an athletic locker in A building basement during the sports season, only, on a first-come-first-served basis.
- **Personal Property**
Students are discouraged from bringing large amounts of cash and/or valuable or expensive personal property to school. If it is necessary to do so on occasion, valuables may be checked in at the Main Office. When paying for event tickets, dance bids, etc., it is recommended that students *pay by check*. If it is necessary to pay in cash, students should take care of that business first thing in the morning before school. Under no circumstances can the school be held accountable for lost/stolen money/valuables, including textbooks and Apple Device. It is the responsibility of the student to properly take care of personal property.
- **Public Displays of Affection**
It is the expectation of St. Anthony High School that Catholic values dictate the behavior of students at all times. Public displays of affection are not appropriate in a high school setting. Inappropriate displays of physical intimacy contradict the values of modesty and respect. They distract from learning. Any student engaging in inappropriate public displays of affection, physical or written, will be subject to disciplinary action. The administration reserves the right to determine what is appropriate behavior.
- **Restricted Areas**
Students should not be present in restricted areas. Restricted areas include designated faculty areas; unsupervised classrooms; unsupervised gym, locker rooms and weight rooms; and any other unsupervised area. Unauthorized student presence in a restricted area may result in disciplinary action.
- **Sales and Fundraising**
Sales or fundraising by a student or staff member for personal gain or for an outside agency is not permitted on campus unless authorized by the Principal.
- **Unauthorized Student Websites/Internet Behavior**
 - It is unacceptable to use the St. Anthony High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action, including expulsion.
 - In addition, use of the internet and other social media in which disparaging and harmful comments are made regarding SAHS, teachers, or other students, are subject to appropriate disciplinary action. Students/Parents/Guardians, by being a member of the SAHS community, must use appropriate methods of communication when conflict arises. If there is a personal conflict, the student/parent should make an effort to resolve these conflicts in an appropriate way. In addition, student “bullying” of other students will be taken seriously and could be cause for harassment leading to suspension, dismissal from SAHS, and/or referred to outside law enforcement.

- ***Vandalism and Graffiti***

Any student who vandalizes or leaves graffiti marks on the school premises, public property, or on the belongings of others will be prosecuted to the fullest extent of the law and restitution will be required. If any St. Anthony student should so act, assist or be present during such markings or vandalism he or she may be required to immediately withdraw from St. Anthony High School.

Disapproved Disciplinary Measures

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping.
- Language that is sarcastic or ridicules a student, his or her parents/guardians, or his or her family background.
- Using religious exercises or important class assignments as punitive measures.
- Bizarre and unusual punishments.
- Withholding or altering rightfully earned academic grades.
- Any disciplinary action that isolates a student without proper supervision.

Detention Procedures

Students who are issued a detention for a rule infraction will be assigned a detention on a specific date, indicated by the teacher, Dean of Discipline, or school administrator. It is the responsibility of the student to serve a detention on the assigned date. Failure to serve an assigned detention will result in the student having to serve on the next possible detention date. Failure to serve a rescheduled detention will result in the student having to serve a Saturday Detention. Continued failure to serve will be considered a serious infraction resulting in a *possible suspension*. Parents/Guardians will be contacted via email and students must return the detention notice signed by a parent for the detention to count.

Students may receive any of the following types of detentions:

- **Teacher Detention**

A student is issued a teacher's detention due to violations of classroom rules and/or activities that cause interruption of instruction or affects classroom environment. A teacher may schedule a detention after school for thirty minutes, before school, at lunch, or after school. Students must serve the detention at the designated time set by the teacher; however, detentions may not be scheduled on days in which the student has to travel on school business. Proof of such travel can be confirmed with administration. *Students who fail to report to a teacher detention will be assigned a Dean's detention on the next detention day. Teacher detentions will also be reported to the Deans for violation tracking.*

- **Dean's Detention**

Dean's detentions are issued for infractions of school rules and can be given by any teacher or staff throughout the day. A Dean's detention takes place in the Dean's office before or after school on the day assigned. Students must serve their Dean's detention within one week of receiving the violation. Students must have the parent-signed Detention slip to enter detention. *Dean's detentions will also be recorded for violation tracking.* Failure to serve a rescheduled Deans Detention one time will result in a Saturday Detention.

- **Saturday Detention**

Saturday Detentions are issued for failure to serve a rescheduled Dean's Detention, for recurrent downloading of unapproved apps, and for the accrual of 5 tardies to school in a semester. Saturday Detentions are held on campus, in the Gym, or at St. Anthony Athletic Complex, from 8:00 AM to 11:00 AM (unless otherwise indicated). Students must be prepared

to perform service (including, but not limited to, clean-up and maintenance work) for the school. Failure to serve a Saturday Detention will result in a one-day Out-of-School Suspension the following week.

Archdiocesan Guidelines for Detention can be found [HERE](#).

Rules for Teacher and Dean Detentions:

- Students must turn in a signed violation slip or signed note from a parent for admittance.
- Students are to be seated promptly by the time assigned.
- Students may be asked to perform clean-up/maintenance duties if necessary.

Students may be dismissed from detention if rules are not followed, and the detention will be reassigned to the next detention date. Consequences for not serving detention will then follow.

Possible causes for receiving a Detention include but are not limited to:

- Chewing gum.
- Class disturbance.
- Copying/plagiarism/cheating.
- Disrespectful behavior.
- Dress code violation. (Parents/Guardians may also be called to deliver appropriate change of clothing.)
- Facial Hair/not shaving. (Students may be required to shave that day on campus.)
- Failure to comply with health and safety directives.
- Failure to comply with instructions or follow class rules.
- Failure to serve detention.
- Grooming in class.
- Horseplay, throwing objects, etc.
- Inappropriate use of digital/social media.
- Leaving class without permission.
- Littering on campus.
- Locker abuse.
- Misuse of Apple device.
- Misuse of classroom equipment.
- Out of class socializing or loitering.
- Out of class without having a hall pass.
- Presence in a restricted area.
- Public display of affection.
- Riding bikes/skateboards on campus.
- Sitting on desks/tables.
- Tardiness to class.
- Teasing or name-calling.
- Unauthorized food/drink in classroom/hallway. (Item will be confiscated and thrown away.)
- Unprepared for class.
- Use of cell phone/electronic device and earbuds/head phones during school hours. (Item will be confiscated and given to the Dean of Students, and a \$25 fine will be assessed for the first infraction and a \$50 for any additional infraction.)

- Vulgar language.
- Wearing hoods/hats/sunglasses. (Item will be confiscated and given to the Dean of Students.)
- Writing on the school's or another's property.
- Other – at the discretion of the Administration.

Record of Violations

A record of all violations is kept by the Deans of Students. A student's discipline record is cumulative for each school year. Students do not start with a clean slate at the semester.

Penalties for Accumulated Violations

For each violation (in-class or out-of-class), detention must be served. The following consequences will be in effect for accumulated detentions:

- 3 violations = courtesy notification via phone call or email home.
- 6 violations = one day Out-of-School Suspension & phone call or email home.
- 9 violations = two-day Out-of-School Suspension, parent conference, disciplinary contract & probation, loss of all cocurriculars.
- 10 violations = possible dismissal from school.

Restitution

A student may be required to reimburse, repair or otherwise compensate the school or an individual for theft or damage of school or personal property. California law provides that a parent or guardian may be held liable for damage to school property when such damage is the result of vandalism.

Disciplinary Probation

Any student who accumulates 9 violations in a year or who commits serious rule infractions will be placed on Disciplinary Probation with a Behavior Contract. The length of probation shall not exceed one school year. Disciplinary Probation status removes the student from participation in co-curricular activities including sports, dances, non-academic field trips, and student activities, as a participant or spectator. The terms of the restriction will be spelled out in individual contracts signed by all parties involved.

Disciplinary Probation is designed to change or modify inappropriate conduct of individual students. A student who is placed on a contract or probation during the school year must demonstrate a marked improvement in behavior to remain at St. Anthony High School.

A student whose conduct warrants Disciplinary Probation for a second time may be asked to withdraw from St. Anthony High School.

At the end of the school year the administration meets to review the records of students who had contracts during the year. The result may be that certain students will begin the new school year on probation or restriction, or may be required to withdraw, or may be refused re-registration.

Information about Archdiocesan Probation Policies can be found [HERE](#).

Suspension/Disciplinary Measures for Grave Offenses

Suspension

Any of the listed reasons for expulsion (see “Expulsion” below) with mitigating circumstances are adequate cause for suspending a student. The suspended student shall be responsible for all academic assignments while on suspension.

Types of Suspension

Any student who chronically violates school rules or commits a major or serious violation of school rules may be suspended from school. There are two types of suspension.

- **In-School Suspension:** A student is removed from classes because of a disciplinary infraction or noncompliance with school rules, or while a disciplinary situation is investigated by the Dean(s). The student remains in the Dean’s office up to a full day or until parents/guardians are contacted and come to the school to pick the student up and remove him/her from campus. A parent or guardian conference may be required before the student can return to the classroom.
- **Out-of-School Suspension:** A student is removed from school for a period of time. The student is not allowed on campus for any reason until a parent or guardian conference with the Dean of Students occurs.

Information about Archdiocesan Suspension Policies can be found [HERE](#).

Expulsion/Request for Withdrawal

Expulsion is the complete and final removal of a student from St. Anthony High School. Cases of expulsion/request for withdrawal may be reviewed by the Disciplinary Review Board upon appeal from the parent(s)/guardian(s). Recommendations are directed to the Principal

Reasons for Expulsion

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery, or any threat of force or violence directed toward any student or school personnel.
- Harassing, bullying, or hazing other students or school personnel.
- Open, persistent defiance of the teacher's authority.
- Continued willful disobedience.
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking, vaping, or possession of tobacco, cannabis, and cannabis-containing product.
- Theft.
- Forgery of signatures.
- Cheating or plagiarism.
- Willful defacement or damage of school property, real or personal.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school that are detrimental to the school's reputation.
- Violations of the electronic acceptable use policies and guidelines.

- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

St. Anthony High School follows Archdiocesan Procedure for Expulsion which can be found [HERE](#).

Discipline Review Board

The Discipline Review Board is composed of the Vice Principal, Assistant Principal of Operations, and three appointed faculty members. The Discipline Review Board acts as an advisory board to the Principal, who is not present at Board meetings. The Deans may convene the Discipline Review Board for serious or chronic misconduct, or parents/guardians may request that the Board meet to revisit disciplinary decisions. In cases where a decision has been made by the school, the Board can recommend to uphold, reduce, or increase the consequence. After the hearing, the Discipline Review Board makes a recommendation to the Principal as to the disposition of the case. This could be either a Behavioral Contract, expulsion or other appropriate action. The Principal makes the final decision in disciplinary matters.

The decision of the Principal is the final decision of the school. Students remain suspended during the Discipline Review Board meetings and discernment.

Only parents/guardians and the student may attend the Discipline Review Board hearing. Legal counsel is not permitted at Discipline Review Board hearings.

Archdiocesan Grievance Process

If a student or family wishes to contest a decision of the Principal, they may appeal through the Archdiocesan Grievance Process. More information can be requested from the Principal.

Academic Integrity Policy

Academic Integrity

St. Anthony High School students are expected to demonstrate high standards of academic integrity at all times. Cheating, plagiarism, use of artificial intelligence, and other manifestations of academic dishonesty are contrary to the philosophy and teachings of St. Anthony High School. The school does not tolerate such behavior, and violations of this policy will result in disciplinary consequences.

The core values underlying and reflected in academic integrity are:

- Academic honesty is demonstrated by students when
 - The ideas and the writing of others are properly cited.
 - Students submit their own work for tests and assignments without unauthorized assistance.
 - Students do not provide unauthorized assistance to others.
 - Students report their research or accomplishments accurately.
 - Students will hold each other accountable and respect the learning process.
- Students will make safe, responsible, and ethical choices in their use of technology and fully comply with the Acceptable Use Policy for Technology.
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks.
- Fairness and equity are demonstrated to create an academic environment that is free from any injustice caused by any form of intellectual dishonesty.

This policy summarizes the philosophy, mission statement, and ISOs results. The student body and faculty at St. Anthony High School will not tolerate any violation of this policy.

Copying, Cheating and Plagiarism

Honesty is the responsibility of each student. St. Anthony High School considers cheating to be a voluntary act for which there may be reasons, but for which there is no justification. The term "cheating" includes, but is not limited to:

- Plagiarism - representing someone else's work or ideas as one's own without giving credit to the source.
- Using artificial intelligence to generate assignments.
- Receiving or knowingly supplying unauthorized information.
- Copying the work of another student or permitting copying by another student during an exam.
- Possession of any unauthorized materials during an exam.
- Changing an answer after work has been graded and presenting it as improperly graded.
- Copying and submitting the homework, notebook, assignment or project of another student or person.
- Permitting the copying of homework, notebook, assignment or project.
- Using artificial intelligence to complete assignments.

To assist teachers in determining the authenticity of student work the school has authorized the Faculty to use plagiarism and artificial intelligence detection programs.

In case of cooperative learning assignments, students are to adhere to the teacher's policy.

Consequences for Violations of the Academic Integrity Policy

When a student is involved in violation academic integrity, the following actions will be taken:

- **First Offense**
 - The teacher will call or email parents/guardians and notify the Deans.
 - The student will be issued disciplinary action.
 - Grade of "0" will be given for the exam or assignment.
 - The student may be placed on a Behavior Contract, depending on the situation.
- **Second Offense**
 - Grade "0" will be given for the assignment.
 - The student-parent conference will take place.
 - The student will be placed on suspension and probation.
 - The violation may also be noted on the student's transcript
- **Third Offense:**
 - The student may receive an "F" in the course in which the incident occurred.
 - The violation will be noted on the student's transcript
 - The student may be dismissed from school.

Depending on the value of the assignment or type of cheating, or if numerous students conspired together, the Administration reserves the right to elevate to second or third offense consequences, which may include student dismissal. Violations of the Academic Integrity Policy are cumulative over the student's career at SAHS.

Student Harassment, Bullying, and Hazing Policy

St. Anthony is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

Credible acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Archdiocesan information about Harassment, Bullying, and Hazing can be found [HERE](#).

Student Threats

St. Anthony High School will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Pastor, the Principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat.

Additional Archdiocesan information about Student Threats can be found [HERE](#).

Substance Abuse and Possession of Alcohol or Controlled Substances

Drugs and alcohol are not tolerated at St. Anthony High School. If students are found to be either in possession or under the influence, or there are grounds for reasonable suspicion that a student is using drugs, the parents/guardians must meet with the Dean. At that time, a decision will be made on the course of action best suited to help the student while maintaining the good reputation of St. Anthony High School. Options may include drug testing, drug counseling or treatment; the school may opt to terminate the student's enrollment.

Archdiocesan Guidelines regarding Substance Abuse and Possession of Alcohol or Controlled Substances can be found. [HERE](#).

School Searches

Students', school employees', and guests' legitimate expectation of privacy in their person and in the personal effects they bring onto school property and to school sponsored events must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of any individual and the individual's personal property (including, but not limited to, electronic devices, cell phones, backpacks, vehicles, etc.) and seize personal items only upon a reasonable suspicion that the search will disclose evidence that the individual is violating or has violated the law or a school rule.

St. Anthony High School adheres to the Archdiocesan Policy on School Searches, which can be found [HERE](#).

9. LAW ENFORCEMENT

Law Enforcement.

Students may be interviewed, arrested, or subpoenaed as witnesses without parental knowledge or permission. St. Anthony High School will make every effort to contact the parents/guardians to inform them of the action and the whereabouts of the student. In the case of a subpoena, the student may insist that it be served and that transportation be provided unless the parents/guardians give permission for the student to leave the school.

9.01 Interview and Removal from School of Students by Police Officers

A properly identified representative of law enforcement or Child Protective Services has the right to enter school to interview a student, take a student into temporary or protective custody, or make a lawful arrest of a student.

Additional Archdiocesan information about the Interview or Removal of Students can be found [HERE](#).

9.02 Interview of a Student during School Hours by a Police Officer

In performing their official duties and upon presenting proper identification to the Principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law. Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Additional Archdiocesan information about the Interview of a Student During School Hours can be found [HERE](#).

9.03 Informing the Parent/Guardian When a Student Has Been Removed from School by a Police Officer

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified.

Additional Archdiocesan information about Parent/Guardian Notification of the Removal of a Student can be found [HERE](#).

10. ELECTRONIC USAGE POLICIES

Electronic Usage Policies

St. Anthony High School adheres to the Archdiocese of Los Angeles Acceptable Use and Responsibility Policy for Electronic Communications (AUP), which can be found [HERE](#).

10.01 Electronic Devices

School Internet Policy

The school provides student access to the Internet for educational purposes. Students wishing to access the Internet through the school must have a signed Personal Responsibility Disclaimer Form on file. The student and his/her Parent/Guardian must sign this form. Internet Policy is also located in the Parent/Student Handbook.

The Internet is not owned or operated by any one individual, government, or group. It is largely unregulated. Common principles of decency and good sense are expected by all users but there are no guarantees. There are pictures and information on the Internet that may not be appropriate in an educational setting. We are requiring students and their parents/guardians to read and sign a statement of personal responsibility before they are allowed to use the Internet at school. We will continue to monitor the use and reserve the right to revoke anyone's privilege that is found in violation of the signed agreement or school policy.

Individual users of the school's computers are responsible for their behavior and communications over those computers. It is presumed that users will comply with school standards and will honor the agreements they sign. The signatures on this form are binding and indicate the parties have read the terms and conditions and understand them. Any storage of information on school computers is subject

to review by network administrators to maintain system integrity. Users should not expect that files stored on school computers will be private.

Acceptable Use:

Use of the school's Internet is a privilege, not a right, which may be revoked at any time for abusive conduct. Based upon the acceptable use guidelines outlined in this document, members of the faculty will judge when use is inappropriate and their decision is final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the Internet.

Prohibited Uses:

- Unauthorized access into another user's account or passwords.
- Receiving, sending, or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Using e-mail for other than research/educational purposes.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Trespassing in other's folders, works, or files.
- In the process of doing research, using other people's work or ideas without giving full credit or citation.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes/downloading commercial software.
- Employing the network for illegal activities.
- Additional prohibited practices can be found in the Archdiocesan AUP [HERE](#).

Disclaimer:

St. Anthony High School makes no warranties of any kind whether expressed or implied, for the services it is providing. The school will not be responsible for any damage you may suffer. This includes loss of data, interruption of service, caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school does not assume any responsibility for the accuracy or quality of information obtained through this service.

MacBook Air Program

MacBook Air Acceptable Use Policy

To ensure the learning and safety of all our students, St. Anthony High School students and parents must comply with the following MacBook Air Program Acceptable Use Policy, as well as the [Acceptable Use and Responsibility For Electronic Communication \("Archdiocesan AUP"\) published by the Archdiocese of Los Angeles](#) Students are granted use of their own and/or St. Anthony High School's technology resources at St. Anthony High School upon return of this signed Agreement. Use of all technology at St. Anthony High School must be consistent with the Mission Statement of the school and reflect the Catholic standards expressed in that Mission Statement.

General Policies

- The MacBook Airs distributed for educational purposes are the property of St. Anthony High School. The school owns all hardware and accessories provided through the MacBook Air Program.

Parents/Guardians pay a one-time fee to cover the use of the device, the charger, purchase of apps, internet line and professional development for faculty.

- St. Anthony High School retains the right to collect and/or inspect the MacBook Air at any time, including via electronic remote access, and to alter, add or delete installed apps.
- Parents/Guardians are the primary caregivers for their children and are ultimately responsible for their technological communication and usage. St. Anthony High School is not responsible for inappropriate use of the school-issued MacBook Air.
- Students who play games, watch non-school related videos (e.g., YouTube, ESPN, etc.), text or access any social networks during class time will be held accountable with appropriate consequences enforced.
- It is strongly recommended that parents/guardians provide an iTunes gift card to enable their student to purchase apps. St. Anthony High School is not responsible for credit card information registered in student iTunes accounts.
- It is the sole responsibility of the student to keep their St. Anthony student-issued MacBook Air with them at ALL TIMES. St. Anthony High School is not responsible for any MacBook Air left unattended, stolen or misplaced. The St. Anthony High School Technology Department will do its best to locate the MacBook Air, however it is not guaranteed the MacBook Air will be found. If a MacBook Air has been stolen or misplaced, an official police report must be filed by the family and the family is responsible for payment of the replacement cost for a new MacBook Air. The police report must be on file at St. Anthony High School before a replacement MacBook Air can be issued.
- Users must respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- MacBook Airs will be used only as permitted by the teacher and/or administration.
- St. Anthony High School, under the direction of the Administration and the Technology Coordinator, reserves the right to access all incoming and outgoing data accessed by students, faculty, staff and administrators.
- Violation of the Acceptable Use Policy will earn consequences. These may include but are not limited to: disciplinary action, payment of repair cost, restricted use or confiscation of the MacBook Air.
- The Administration of St. Anthony High School reserves the right to change rules, add rules, interpret rules or alter consequences in order to ensure a safe environment for all students and staff.
- St. Anthony High School is not responsible for the MacBook Air USB cable and charging block. If either is not functioning properly, students are required to return the defective item to an Apple Store for assessment, repair or replacement. If a new USB cable and/or charging clock needs to be purchased, the student is required to purchase directly from Apple. If a student uses a non-Apple product with their MacBook Air resulting in damage to their MacBook Air, the student, parent/guardian assumes all costs to repair or replace the damaged MacBook Air.

Settings

- All MacBook Air wallpaper and backgrounds must be school-appropriate.
- Students may not use any means to access restricted sites, such as but not limited to: proxy sites, anonymizer sites and apps.
- Students may not alter the configuration of any MacBook Air set up by the high school. Students may not hack into and alter the MacBook Air settings. This stipulation includes but is not limited to all forms of jailbreaking.

Instructional Preparation and Practice

- Each student will be assigned a school email address. This is the only email permitted for school related purposes which include but is not limited to: communicating with faculty, staff and administration, Schoology, Dropbox, iCloud, Google Drive, etc.
- Streaming videos from the Internet during school hours is permitted only for educational purposes and with the direct permission of the teacher.
- iOS updates may not be applied without Administrative permission. Students are responsible for updating their apps and backing up their device on a regular basis using iCloud, Google Drive and/or Dropbox.
- Students are allowed to have school-appropriate music on their MacBook Airs. However, teacher permission is required to listen to music during school hours. No streaming music is allowed at school. Files must be accessed through iTunes.
- Schoology is the primary educational social networking site for St. Anthony High School faculty and students. Faculty, administrator or Technology Coordinator permission is required for any students to access social networking such as Facebook or use Instant Messaging or outside email accounts and educational games during the school day.

Care and Security

- Users may not, under any circumstances, log on under or use another user's account or MacBook Air.
- Users may not share passwords.
- Students are required to lock their MacBook Airs using a passcode. This passcode is generated by the student.
- Students are required to have a protective MacBook Air cover on their MacBook Air at all times and to transport the MacBook Air in a safe manner, preferably in a backpack. Students participating in after school activities MUST have their backpacks locked in a classroom or school/gym locker.
- When a MacBook Air is not in use by the student, during breaks, lunch periods, before and after school while participating in school-related activity or otherwise not in use, MacBook Airs must be securely stored in a locked locker or locked classroom.
- When walking to or from school, riding on a bus or in any public place, students are advised to be safe and smart. Do not use or show your MacBook Air.
- Students and parents/guardians will follow recommended practices outlined in The Standards for Proper MacBook Air Care.

Safety and Privacy

- Additional restrictions include: access to information related but not limited to gambling, illegal drugs, alcohol use, online merchandising, hate speech, criminal skills, and chat rooms.
- Computer, MacBook Air, email, Internet and Intranet users shall respect the privacy of other users on and off campus.
- Recording of an individual without that individual's permission is prohibited.
- Any recording device, including but not limited to MacBook Airs, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off the campus, at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant

Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, profanity, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to St. Anthony High academics, co-curricular events and school community life.

- Use of the Internet and/or other resources for personal gain, profit, commercial advertising or political lobbying is prohibited.
- The use of St. Anthony High School's technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of St. Anthony High School is prohibited.
- Users of the Internet will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or Technology Coordinator. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.
- Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public internet site, chat room, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.
- Students may not post images of teachers, staff or other personnel on the Internet without receiving written permission from the individual(s) involved.
- Students may not use the cameras or audio/video recording features on their MacBook Airls.

Device Monitoring

All use of St. Anthony High School technology resources will be monitored through the use of computer software and/or by any teacher and/or administrator with the assistance of the Director of Technology. Any user who does not comply with these guidelines will be held accountable with appropriate consequences enforced. Students who have repeated or severe infractions of the AUP will be subject to disciplinary action by the supervising teacher or the Administration. Violations of federal and state regulations such as sending threatening email and accessing or distributing obscene material will be reported and dealt with by the governing law enforcement agency.

St. Anthony High School utilizes a Mobile Device Management (MDM) software to track and monitor all MacBook Air downloads, configures policies and settings, distributes apps and secures access to school networks and resources. The MDM ensures devices are compliant with school policies and monitors violations in real time.

If a student downloads an app that is not listed on the school's [website](#) the consequences will be the following:

- 1st, 2nd, and 3rd offense = warning
- 4th offense = meeting with the Deans and Director of Technology, Saturday Detention
- Additional offense(s) = loss of access to school's wireless network

Students should be aware that no matter where they are, on campus or off, downloading of an app to their MacBook Air which is not approved by the school will result in the student's inability to access the school's wireless network. The Director of Technology automatically receives notification of this breach of policy.

The “Automatic Downloads” feature should be turned off on a school issued MacBook Air. Instructions to turn this feature off are located on the school’s website. If a student wishes to have a particular app approved, he or she must email the Director of Technology before you download. Any other questions, please see the Director of Technology.

Disclaimer

St. Anthony High School is not responsible for any damages suffered including personal injury, loss of data resulting from delay, non-deliveries, service interruptions or inaccurate information. The person operating the MacBook Air accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the MacBook Air accepts personal responsibility for actions while operating the unit and while on the Internet.

Vandalism/Damage/Loss/Theft

Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of St. Anthony’s resources, which includes technological devices and equipment. This includes, but is not limited to, uploading, creating, transmitting computer viruses or “hacking” into any part of the St. Anthony High School system, as well as physical damage to the device.

If a student is withdrawing from St. Anthony High School and chooses not to purchase the damaged MacBook Air and the MacBook Air has screen or cosmetic damage, the parent/guardian is responsible for any MacBook Air repair costs.

ALL repairs must be coordinated through the St. Anthony High School Technology Department. Students may NOT repair the MacBook Air independently.

Damaged MacBook Airs are sent out for repair as soon as they are returned to the Technology Office and the Director of Technology. Our local repair vendor will assess the damaged MacBook Airs and establish cost to repair. Families will be invoiced immediately once St. Anthony High School receives notice of repair diagnostics. Should the MacBook Air be labeled as 'beyond repair' it is the parent’s/ guardian’s responsibility to pay for a replacement MacBook Air that is the same generation MacBook Air that the student is currently using. Students are NOT allowed to upgrade their device.

Cell Phones and Personal Electronic Devices

The use of cell phones, personal electronic devices, smart watches, personal portable speakers, and earbuds/headphones on the main campus and in the school building is prohibited during school hours. Students may not use these devices from 7:55 AM until the end of the school day. Students may bring these devices to school, but they must be turned off and out of sight during the school day. Cell phones must be placed in cell phone caddies during classes. Cell phones on “vibrate” or “silent” are never considered “off.” The church, Errion Gym, Athletics complex, and all St. Anthony property are extensions of the main campus. Use of cell phone, electronic devices, and earbuds/headphones for educational purposes in the classroom is allowed with permission of the teacher. School issued devices must be used for educational purposes and under the guidelines of the MacBook Air Acceptable Use Policy.

The use of cell phones, personal electronic devices, personal portable speakers, and earbuds/headphones during athletic practice is at the discretion of the coach.

Consequences for Unauthorized Use of Cell Phone or Personal Device:

- **First Offense:** If a cell phone or other electronic device is seen or used during school hours, it will be confiscated immediately and given to the Dean of Students. It will only be released after parent/guardian communication. A detention will be issued and a \$25 fine will be assessed.
- **Second Offense:** Item will be confiscated and given to the Dean of Students. It will only be released after parent/guardian communication. A detention will be issued and a \$50 fine will be assessed.
- **Third Offense:** Item will be confiscated and only released to parent/guardian. A detention will be issued and a \$50 fine will be assessed.



11. ACCEPTANCE OF HANDBOOK FORM

ST. ANTHONY HIGH SCHOOL

STUDENT/PARENT HANDBOOK, ATHLETIC HANDBOOK SIGNED AGREEMENT - 2023-2024 SCHOOL YEAR

Please read the handbook and this agreement carefully before signing!

Student Name [Print] _____ Grade _____

We, the undersigned, have read and understand the contents of this handbook which was reviewed online at www.longbeachsaints.org. We also acknowledge compliance with the policies set forth in the Athletic Department Handbook also found on the school website. We understand that the Administration of St. Anthony High School is the sole arbiter and interpreter of these rules and any other policies and procedures which may be instituted from time to time. We agree to support and abide by all policies outlined and explained in these handbooks. We understand that the school has the right to change various policies after the first publication of these handbooks and the newest version will supersede any previous versions. We also understand that the above-named student will be asked to withdraw if this agreement is not signed and filed with the school. (It should be handed to the teacher in person by the deadline listed below in order to avoid any possible penalties)

Date: _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Student Signature _____

MacBook Air PROGRAM ACCEPTABLE USE POLICY SIGNED AGREEMENT

Student Name _____ Grade _____

We, the undersigned, have read and understand the MacBook Air Acceptable Use Policy found in the student/parent handbook. We understand that the Administration of St. Anthony High School is the sole arbiter and interpreter of these rules and any other policies and procedures which may be instituted from time to time. We agree to support and abide by all policies outlined and explained in this policy. We understand that the school has the right to change various policies after the first publication of this policy and the newest version will supersede any previous versions.

Date: _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Student Signature _____

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