



## St. Anthony High School

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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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## A. INTRODUCTION TO THE PARENT STUDENT HANDBOOK

Welcome to the St. Anthony High School Parent Student Handbook. In it you will find important information about our programs and school policies. I invite you take time to browse and learn what it is to be a Saint. Of course, the handbook can never replace actually visiting our campus, so I personally invite you to come by and check us out! In the service of Christ, *Spes Nostra* (our hope)—Mike Schabert, Principal

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 at <http://handbook.la-archdiocese.org/>.

## B. GENERAL INFORMATION

### 1. MISSION & 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 extra-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 extra-curricular activities and clubs
- Offering a variety of social activities
- Cultivating a spirit of teamwork and cooperation

## **2. 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

## **3. SCHOOL HISTORY**

### **St. Anthony High School – *Our Story***

*“Whether we will it or not, we cannot journey without leaving footprints, and others will follow where we go because we have marked the way.”*

With those words, Sister Mary Gabriel of the Sisters of the Immaculate Heart of Mary opened wide the doors of the only Catholic secondary school in Long Beach in 1920.

Who would have predicted the long legacy of St. Anthony High School back in 1920, when a rudimentary two-story frame building housed a handful of Catholic teenagers and a small faculty sought an alternative to Long Beach’s public education system? In reality, the story of the St. Anthony High School of 1920 can be traced to a time much earlier, starting with the founding of the parish.

In 1916, Fr. Reardon, pastor of St. Anthony parish, asked four Sisters of the Immaculate Heart of Mary to come to Long Beach. They taught at the second St. Anthony’s elementary school building that was dedicated in 1919. It was a single-story frame building with six rooms and no halls or cloakrooms. The entry into each room was from the exterior porches, or through connector doors in each classroom. 125 pupils attended school that fall of 1919. By the end of that first school year, four boys and eight girls received their eighth-grade diplomas. During the summer of 1920, Fr. Reardon had a second story added to the grade school and this provided the rooms for the first St. Anthony High School. The building was located behind the church, facing Sixth Street (approximately where Errion Gym is now).

By September 1920, the nucleus of the founding high school students started at St. Anthony with Sister Gabriel, IHM. In 1922, St. Anthony High School received full accreditation from the University of California at Berkeley, entitling graduates to enter any university without examination.

That same year – 1922 – marked a turning point for the parish and school grounds. Fr. Hegarty (the pastor appointed after Fr. Reardon) was concerned with the increasingly crowded southeast corner of Sixth and Olive. The School, the Church, the Sisters’ Convent and playgrounds were all situated on one quarter block. Acquiring more property on this same block looked grim until one of the building and advisory committee members traded some flats he owned across the street, deeding them over to the



church. This was to be the location of the new school. The Convent was moved across Sixth Street so the sisters could be closer to the new school site and room was made near the church for a new rectory.

Paralleling the growth of the Catholic school population was the population of Long Beach in general. The discovery of oil on Signal Hill, along with the ease of mobility afforded by the railroads, the Pacific Electric car, and the automobile, caused a population boom throughout the Southland. Public schools were bursting at the seams and new Catholic parishes were being planned throughout the city. But, St. Anthony was still the first parish in Long Beach and the hub.

In late 1926, Fr. Hegarty started his building program, calling for a two and a half story grammar school with a rooftop playground and a basement for club and parish activities located on Olive just north of Sixth, together with a one-story high school located adjacent to the church. These school buildings were designed in the popular Collegiate Gothic style of the day. They were finally dedicated in May 1927 at an outdoor ceremony officiated by Bishop Cantwell attended by 20 priests and 5000 people.

Fr. Robert E. Lucey succeeded Fr. Hegarty as pastor in 1929. The Long Beach Earthquake of March 10, 1933 focused Fr. Lucey's attention to the physical needs of the parish and school. The two-story grammar school (where the high school is located today) had sustained earthquake damage, but it could be shored up and reinforced with concrete pillars both inside and out. It was re-dedicated in October, 1939. The high school across the street and next to the church was not so lucky. Although only one-story, a second earthquake on October 2, 1933 brought this building to the point of no return. The Church suffered the same fate.

At the same time, the 1933 earthquake set into motion a building program that would bring St. Anthony High School to its current situation. The Sisters of the Immaculate Heart of Mary continued to teach all grades through high school, using the two-story grammar school building where the high school is located today. Children were crammed in every square inch of the school.

Despite the tight quarters, the Saints launched a tradition of athletic prowess winning their first league championship in football in 1935. The first publication of the yearbook, *The Anthonian*, occurred in 1935. The year 1938 saw the appointment of Monsignor Bernard J. Dolan as pastor of St. Anthony Church, a place he lovingly and generously served for the next 30 years until his death in 1968.

Monsignor Dolan, recognizing the burgeoning need for Catholic education, took on the challenge of establishing a separate boys' high school. In April 1941, he purchased additional land on Olive and Seventh Street and in June of that same year the foundation for the boys' building was laid. Around this same time, Msgr. Dolan with Fr. John Cavanaugh, C.S.C. (a visiting Holy Cross Priest from the University of Notre Dame) conceived a plan for the Brothers of Holy Cross to lead this boys' school in the west. Msgr. Dolan started the wheels in motion – The Holy Cross Brothers would staff the Boys School and the IHM Sisters would continue to teach the girls. Now, with Msgr. Dolan's building plan in place, there would be separate schools for each.

The 1941 building on Seventh and Olive included a library and science laboratories. That first year over 400 students were enrolled and the new student body moved in around Christmas time, 1941.

Once the separate schools were finally established and the faculty was firmly in place, St. Anthony High School took off. A series of "firsts" happened in quick succession.

The first edition of *The Paduan*, the student newspaper, rolled off the presses. The year 1945 saw the inaugural GAA Girls' Basketball Tournament held in the Armory which rapidly became the preeminent tournament for girls among all Catholic high schools in Southern California. The girls quickly established themselves with their first championship.

In 1947 a track of land located at Clark and Del Amo was gifted to the high school for athletics and "Clark Field" became a remote part of the campus hosting athletic teams for both boys and girls. Clark Field continues today as "The Home of the Saints," and its green fields have witnessed some of the best of the Saints' athletic prowess, most notably the 1948 and 2016 CIF Championship Football Teams.

The late 1940s began a period of record-setting success in all sports. Football, baseball, volleyball, and track produced not only team championships but also individual awards that brought national recognition. The year 1948 saw the opening of the gymnasium known at the "St. Anthony Catholic Center" where to this day the Latin inscription *Mens Sana in Corpore Sano* (Healthy Minds Healthy Bodies) are emblazoned in the concrete façade over the entrance. Movie producers and television studios have discovered the timeless significance of the storied gym. It has become a much sought-after site by Hollywood, for film and television productions, most recently the movie *Coach Carter*.

The 1950s ushered in a growing awareness of the importance of a Catholic education and morals in an increasingly unstable world. With the Cold War arriving on the heels of World War II, the 248 graduates of the Class of 1958 were cautioned in the commencement ceremony about the dangers of a world filled with atomic weapons and the need for St. Anthony graduates to find ways to help humanity. In the late 1950s, "Saints Pride" became a matter of record when Fr. James O'Callaghan, along with 1200, alumni founded the Alumni Association. Their work has paid off with dividends. Of more than 16,600 graduates, over 8,000 are recorded in an ever-expanding data base, helping ensure continued connection between graduates throughout the decades. The first of many league championships in track and baseball were won in 1953.

Early in 1960 the school cafeteria opened at the 6<sup>th</sup> and California (now Gumbiner Park) location. With 1765 students, the 1964-1965 School Year would be the largest in the school's history and historical as the baby-boomer population expanded St. Anthony to the largest Catholic high school enrollment west of Chicago. In 1965 the Watts Riots brought racial tension to the forefront throughout the Southland. In 1968, our beloved and tireless Msgr. Dolan died, leaving an unparalleled legacy. Msgr. Ernest Gualderon became the new pastor just as the implementation of the Second Vatican Council changes were trickling into the Archdiocese of Los Angeles.

The Sisters of the Immaculate Heart of Mary – a founding rock of St. Anthony schools – were torn between implementing the changes established by Vatican II and the conservative approach to the Council advocated by the Archbishop. This struggle between the Sisters and the Archdiocese epitomized the internal struggle many Catholics experienced during the turbulent 1960s. It was truly the end of an era in 1969 when the Sisters departed the school. Their 50 years of selfless dedication to the students and families of St. Anthony will remain as a firm foundation of the school forever.

St. Anthony High School turned fifty years of age in 1970. In 1971 the Boys' and Girls' Departments joined and officially became one co-educational institution again. The changes mandated by Vatican II were beginning to take effect throughout the Church. Msgr. Gualderon invited many congregations of women religious to join the faculty and administration. They included the Franciscan Sisters of Syracuse, Sisters of St. Joseph of Cluny, Sisters of Charity of the Incarnate Word, Sisters of the Holy Cross,

Carmelites, Dominicans, and Religious Sisters of Charity. A further commitment in 1978 led to a better learning environment with the opening of the Educational Development Reading Laboratory in the “A” building, formerly known as the Girls’ School. The facility was funded by the SAHS Foundation, established in 1973 by Msgr. Gualderon, and the Social Justice/Peace Funds provided by the Brothers of Holy Cross, South-West Province. The 1970s also saw the Boys Basketball program dominate the highly competitive Angelus League.

At the same time, the St. Anthony neighborhood became beleaguered by the same problems facing many inner cities and downtown areas throughout the nation. The City of Long Beach was experiencing a decline in urban investment, as middle-class families sought the relative security of suburban settings. This challenge for the school was met head-on, as throughout the 1980’s St. Anthony continued a tradition of academic and athletic excellence. The 1982 Boys Basketball Team played in the CIF Final Four, the Boys’ and Girls’ Track and Cross Country Teams enjoyed banner years, Girls’ Volleyball soared to new heights, while Baseball and Football enjoyed championship seasons. Academics made their way into the championship arena with a first-place finish in the Long Beach Centennial Academic Bowl in 1988, with a repeat performance in 1989. The SAHS Foundation played a pivotal role once again by providing funds for a computer laboratory along with networking of the administrative computer system.

The school continued to be blessed throughout the 1990s with a series of championship teams and a further example of the Spirit of the Saints and their traditions. The 1991 Academic Challenge Bowl Trophy made its way to St. Anthony for the third time in four years. In 1991 the Girls’ Volleyball Team capped several years of dominance by bringing home the first ever California State Championship trophy (in any sport). Also that year, the Gymnasium was re-dedicated as the Jack Errion Memorial Gymnasium in memory of Coach Errion’s accomplishments (Head Coach 1954-76, with 12 Catholic/Angelus League titles). In 1993 Msgr. Gualderon retired after 25 years as pastor. The cafeteria was soon rededicated in his honor. Fr. Lawrence Caruso followed him as pastor and brought a wealth of administrative experience to the parish and its schools. The Baseball Team earned its first trip to the CIF Finals in 1995, the same year St. Anthony turned 75. Fr. Caruso died suddenly in 1997 and was succeeded by Fr. Richard Krekelberg, who served until 2003 when Fr. Jose Magaña assumed leadership of parish and grade school.

Despite the academic and sports successes of this decade, the 1990s brought great challenges for the school as well as for the city. In April 1992, the Rodney King Riots spilled over into Long Beach, coinciding with the bursting of the real estate bubble. Despite external hardships, and amidst the economic downturn, St. Anthony continued to reflect the diverse population that had become the heart and soul of the city. While the population grew to nearly a half million residents, St. Anthony continued to offer the only Catholic secondary education in the city. Declining vocations, expanding needs in other areas of their ministries, and a changing environment saw the departure of the Holy Cross Brothers and the Franciscan Sisters after 55 and 25 years of service respectively. Continuing economic decline in the surrounding neighborhood led to reduced enrollment and a large percentage of the student body receiving some level of tuition assistance. Many Catholic schools in the Southland were facing consolidation, closure, or a reduction in services. St. Anthony – again – would meet these challenges with clarity and creativity. A thorough study was commissioned in late 2001 to decide between a plan of viability or closure, when the school was at its all-time low in enrollment.

Results of the study affirmed that St. Anthony High School clearly had a place in Long Beach and to this day stands alone as a beacon of hope and permanence for all who desire a first-rate, Catholic secondary

education. A team of leaders made up of alumni, parents, faculty, staff, friends, and members of the community at large, led by St. Anthony's first President, Gina Maguire (Class of '67), appointed in 2002, took steps to ensure the long-term viability and growth of beloved St. Anthony. While some thought this hallowed institution might disappear from the educational landscape of Long Beach, they were sorely mistaken and underestimated the loyalty of the Saints, past and present. At this point, several lead gifts provided a turning point for the school. These generous supporters signed on for the long-haul by committing their time, talent and treasure to restoring St. Anthony High School as a religious, academic and athletic leader, this time for the 21<sup>st</sup> Century.

The story continued throughout the first decade of the 2000s, as the school's visionary leadership proved itself to be both nimble and competent. This was a decade of both challenge and renewal, with many highs and lows, including a major flood in the school's main administration building resulting in the building's closure for 19 months during renovation. During this time, St. Anthony transitioned from the traditional parish high school to become an Archdiocesan high school and embraced the president/principal leadership model, supported by a strong consultative Advisory Council. Innovative strategies were developed to address immediate needs and prepare for the future. The Administration expanded community awareness, and alumni connection, reached out to develop new sources of funding, and forged partnerships throughout the greater Long Beach community.

In 2005 two significant gifts from the Dan Murphy Foundation, in partnership with the Archdiocese of Los Angeles, and the John and Dorothy Shea Foundation enabled the 85-year old school to jump-start much needed renovations and attract even more support. Over the next years, more than \$5,000,000 was invested in facilities improvements, changing the face of the aging campus for the better. In 2010, this work was recognized by Long Beach Heritage when St. Anthony received an award for Historic Preservation.

Enrollment began to grow, and in 2008 a new Gymnasium floor was dedicated as "Darrick Martin Court" in honor of 1988 graduate Darrick Martin, who went on to play at UCLA followed by an NBA career. Also in 2008, St. Anthony welcomed its current principal, Mike Schabert, whose energy and outreach resulted in significant increases in enrollment and academic and athletic program cohesion. As evidence of St. Anthony's administrative leadership and faculty strength, in 2009 St. Anthony's Academic Decathlon Team brought back top honors from competition and did so again in 2010. In June of 2010, St. Anthony High School was awarded the highest WASC accreditation available for a six-year term.

The year 2010 was also a landmark year in athletics, with the Varsity Girls Basketball Team earning the CIF Championship, the Southern California Regional Championship and playing in the State CIF Championship game. The Girls Basketball Team repeated as CIF Champions in 2011. In 2009, 2010 and 2011, St. Anthony placed first in Boys Diving as well. The prestigious President's Ambassadors Program, launched in 2002, continues to groom and develop ethical student leaders for school and community service. Not coincidentally, St. Anthony's typically has the largest number of students of any high school participating in the city's Youth Leadership Long Beach Program. St. Anthony's network with Long Beach Rotary further enhances leadership opportunities for St. Anthony students through Camp Enterprise and RYLA leadership camp.

St. Anthony High School is now firmly in the midst of a renaissance, witnessed through its many significant signs of growth and vitality. The freshmen class for the 2016-2017 School Year was the largest in twenty years, and is proof that hard work and the relentless spirit of the Saints is alive and well at 620

Olive Avenue. One hundred percent of 2016 graduates went on to college. A pervasive “Go Saints, Go” spirit is evident all around us.

Celebrating nine decades of consistent, unwavering, and joyful academic excellence validates that alumni, students, parents, faculty, staff, and community friends are determined to keep St. Anthony’s doors wide open to continue to honor the past, celebrate the present, and plan for the future. The list of graduates will continue to grow and from among them, many Hall of Fame members will be selected in the decades to follow. The closing words of our Alma Mater never rang so true: “Through the years, we shall renew the glory of thy name!”

#### **4. 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)

#### **5. CODE OF CHRISTIAN CONDUCT**

##### **Code of Christian Conduct**

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.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- 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.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular

activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the Principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the Principal or teacher is required to be there in connection with assigned school activities.

These expectations 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.

## 6. 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: [http://www.longbeachsaints.org/staff\\_new.jsp](http://www.longbeachsaints.org/staff_new.jsp)

## 7. SCHOOL SCHEDULE & CALENDAR

### School Schedule

St. Anthony High School follows a modified block schedule, with all classes meeting once per week (Saints Day: Blocks 7, 6, 5, 4, 3, 2, 1) and blocks meeting every other day (Purple Day: Blocks 2, 4, 6; and White Day: Blocks 1, 3, 5, 7) for longer periods of time. Normally Saints Days are on Mondays, White Days are on Tuesdays and Thursdays, and Purple Days are on Wednesdays and Fridays.

The bell schedule can be found on the school website at:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286729&type=d&pREC\\_ID=658253](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286729&type=d&pREC_ID=658253).

### School Calendar

A calendar of student activities, athletic competitions, and school events can be found on the school website at: <http://www.longbeachsaints.org/>.

## 8. SCHOOL SYMBOLS

### St. Anthony High School – *Our Symbols*

<b>School Colors:</b>	Purple and White
<b>School Motto:</b>	<i>Spes Nostra</i> —Our Hope
<b>School Nickname:</b>	Saints
<b>School Mascot:</b>	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 grateful, ever true,  
May our lives enrich thy fame.  
Through the years we shall renew,  
The glory of thy name.

**9. 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:**

<http://www.longbeachsaints.org>

**Facebook:**

<https://www.facebook.com/longbeachsaints>

**Instagram:**

<https://www.instagram.com/stanthonysaints/>

**Twitter:**

[https://twitter.com/StAnthonySAINTS?ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/StAnthonySAINTS?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)

**YouTube**

<https://www.youtube.com/channel/UCuVzHVIBHuqhjDfW6tX2xzw>

**10. ZERO TOLERANCE POLICY FOR SEXUAL MISCONDUCT****Zero Tolerance Policy for Sexual Misconduct**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not volunteer in any non-ministerial activity or event

## **11. SAFE ENVIRONMENT TRAINING FOR YOUTH AND CHILDREN**

### **Safe Environment Training for Children and Youth**

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual VIRTUS® Touching Safety Program for Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the Principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

All high schools implement safe environment Criteria and Outcomes for High Schools.

## **12. GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

### **Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events**

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer.



- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure,” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, email and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met those requirements.

### **13. BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

#### **Archdiocese of Los Angeles Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

#### **Code of Conduct for Student Workers/Volunteers**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

#### **As a student volunteer, I will:**

- Understand, respect and support the values of Christian charity and tolerance.
- Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.
- Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.
- Safeguard at all times children or other youth entrusted to my care.
- Avoid situations where I am alone with a child/youth.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the Principal or Pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my supervisor aware of it so that the matter can be resolved, including by reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

#### **As a student volunteer, I will not:**

- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by anyone towards a child/youth.

- Fraternalize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

## 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 our 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. In addition, it provides a first level of security, which would enable us to identify St. Anthony High School students. Our dress code, including grooming and hair styles, is based upon modesty, neatness, cleanliness, and good taste. School authorities 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 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. Any student not observing the dress, grooming, or hair regulations may be detained in the discipline office until he or she is in compliance with the dress code. An attempt will be made to notify parents/guardians at work or home, so that the violation can be corrected, and to inform the parents/guardians of the violation. 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.
- Belts must be worn with pants and shorts.
- Pants and shorts must be neat, properly hemmed, without split side seams and free of any holes or tears.
- "Altered" garments are not acceptable.
- No undergarments should be visible at any time.

### Regular School Uniform

### **Pants**

- Khaki slacks or Capris (girls only). *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 lower 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.

### **Sweatshirts**

- Norman's or SAHS-Issued White, Purple or Heather Grey. *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, on campus, and at SAHS events.*

### **Belts**

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

### **Skirts**

- Norman's plaid uniform skirt (no more than 4 inches above the knee). Shorts must be worn underneath.

### **Jackets/Sweaters**

- SAHS Letterman Jackets.
- SAHS Norman's Purple zip up with logo.
- SAHS-Issued school/team jackets, white, purple or heather grey *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. *If students are in inappropriate socks, they will be provided a pair of socks at the Dean's office, and parents/guardians will be billed \$3. The inappropriate socks will be confiscated and parents/guardians will need to pick up.*
- Boots, sandals, flip-flops, spa shoes/slides, Crocs/clogs, Ugg-style/fleeced-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 *are not allowed*.

- Opaque (not see-through), solid-colored, black 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.

### **Grooming, Hair, Jewelry**

Styles for both males and females should be moderate and reflect neatness and good grooming. Exaggerated, extreme styles (including head shaving) and non-natural colors are not permitted. Determination of unacceptable hair style and length will be at the discretion of the Assistant Principal and/or Dean.

#### *Boys*

- Hair must be at least one-quarter of an inch long in top of head (number 2- clipper length minimum) razor cut styles are not acceptable. Natural hair color is acceptable.
- Hair must be neatly trimmed.
- Step-type haircuts/styles including lines, shaved sides, tails, and “man buns” *are not acceptable*.
- Clean shaven (i.e. no beards, mustaches, or facial hair).
- Sideburns may extend no lower than the middle of the ear.
- Earrings, body piercing, and tattoos *are not acceptable* for any male student. Students who have tattoos must take whatever means necessary to cover them.

#### *Girls*

- Natural hair color worn above eye level is acceptable. A style that hides any part of the facial area is not acceptable.
- Jewelry in moderation is acceptable for all students. Each ear can have two earrings of appropriate size.
- Body piercing, excluding ears, and tattoos are not acceptable for any female student. Students who have tattoos must take whatever means necessary to cover them.
- Moderate make-up for girls is acceptable.
- The Administration reserves the right to determine whether jewelry, make-up or hair color is appropriate for school and school functions.

### **Additional Guidelines**

- No customized, individual apparel will be allowed.
- Hats or head wear are not permitted.
- Approved SAHS-issued apparel items from school teams and/or clubs are allowed alternate dress and spirit shirt days *only*.
- No cropped polo shirts for girls 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 Extra-Curricular/School Events/Casual Dances/Free Dress Days/Summer School**

Please note: All other dress code rules (i.e. sweatshirts, 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 4 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 4 inches above the knees).
- SAHS-issued athletic warm-ups.
- Closed-toed shoes.

#### **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:*

- Hats or headwear.
- Any item that exposes the midriff or cleavage.
- Halter tops or tube tops.
- Tank tops.
- Sweat pants, 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, Ugg-style/fleeced-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.
- 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 blue 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-up 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 will be excluded from classes until appropriate attire can be obtained. Items that are deemed unacceptable will be taken from the student and returned to the parent or guardian at a later date.

### **Mass Day Attire**

To respect the sacredness of the Liturgy, the following are guidelines for Mass Day 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 4 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.

On Mass Days, students who are not wearing a tie will be provided one by the Dean's office, and parents/guardians will be billed \$20.

### **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.

## **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. St. Anthony Parish retains sole and exclusive ownership of the land and buildings used by the high school, and the high school uses St. Anthony Parish property at no rental cost. St. Anthony High School is responsible for all expenses related to the high school. The Pastor of St. Anthony Parish has a responsibility to be present pastorally for St. Anthony High School students and community.

## **16. SCHOOL GOVERNANCE**

### **School Governance**

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 principal and a president, who are assisted by three assistant principals, four directors, and two deans.

### **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 at:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286638&type=d&pREC\\_ID=866433](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286638&type=d&pREC_ID=866433)

### **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 at:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=54337&type=d&pREC\\_ID=122903](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=54337&type=d&pREC_ID=122903)

## **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**

- 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.
- 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 or Pastor will respond to the person bringing the complaint.

#### **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 superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties

## **18. MISCELLANEOUS DIRECTIVES**

### **Student Deliveries Policy**

The main office will not accept deliveries for students. This includes restaurant purchased lunches, flowers, gifts, etc. Such deliveries are disruptive to the educational program. Any deliveries will be held until after school.

### **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.

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.

### **Selective Service**

All male citizens or aliens residing in the United States must register with the Selective Service within thirty days of their 18<sup>th</sup> birthday; this may be done at any U.S. post office or online.

## **C. CATHOLIC IDENTITY**

### **19. FAITH FORMATION (MASS, PRAYER, OTHER LITURGIES)**

#### **Faith Formation**

Spiritual formation and the imparting of religious information in an academic setting are the goals of the religion program of the Catholic school. Providing and supporting such a program is the responsibility of the school faculty under the spiritual leadership of the Principal. Accordingly, there needs to be provision for students and teachers from all academic areas to participate in the planning and implementing of the various religious activities of the school. Members of the Religion Department and the Campus Ministry program will serve as catalysts and assume leadership roles in relationship to these activities. Nevertheless, all teachers are to be concerned with the religious formation of youth.

Class time, assignments and accountability for religious studies is comparable to that of other academic areas. Religion courses are to be graded and to receive full academic credit. Students are graded on academic achievement in religion and comprehension of subject matter and not on their religious affiliation, personal belief or the practice of their faith.

### **20. SACRAMENTS (FIRST RECONCILIATION, FIRST COMMUNION, CONFIRMATION)**

#### **Sacraments**

**The Eucharist:** The Eucharist is generally celebrated once a month 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.

**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 Religion courses compliment, but do not substitute for, this preparation. Student absences incurred because of parish confirmation retreats are excused absences.

### **21. RELIGION CURRICULUM**

#### **Religion Curriculum**

##### **Canonical Authority of the Diocesan Bishop**

In accordance with canon law, the archbishop exercises full authority over the religious instruction and

formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent and the religion supervisor from the Department of Catholic Schools.

### **Textbooks, Teaching Materials, Resources, and Content of Instruction**

Textbooks, other teaching materials, and resources are chosen on the basis of sound doctrine, attention to both cognitive and affective domains, continuity with the program of instruction, and adequacy in meeting the needs and capabilities of the students in the particular school.

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.

The content of instruction must conform to the authentic teaching of the Church as summarized in the Catechism of the Catholic Church and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

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 guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the foundational catechetical documents.

### **Western Catholic Educational Association Catholic Identity Standards**

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association (Improving Student Learning, 2012 ed., p. 41; Ensuring Educational Excellence, 2014 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).

- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

### **High School Curriculum**

The national core curriculum for teaching religion to high school students, approved by the U.S. Conference of Catholic Bishops in November 2007, guides the religious instruction within each archdiocesan, parish, and private high school within the Archdiocese of Los Angeles. All high schools in the Archdiocese of Los Angeles are required to follow the U.S. Conference of Catholic Bishops sequence of courses as stated below:

- Freshmen Year: The Revelation of Jesus Christ in Scripture and Who is Jesus Christ? (Christology)
- Sophomore Year: The Mission of Jesus: The Paschal Mystery (Spiritual Life) and Life in Jesus Christ (Morality and Social Justice)
- Junior Year: Sacraments as Privileged Encounters with Jesus Christ (Sacramental Theology) and
- Senior Year: Responding to the Call of Jesus Christ (Vocations) and one of the following: History of the Catholic Church, Sacred Scripture, Living as a Disciple of Jesus Christ in Society, or Ecumenical and Interreligious Issues (World Religions)

Class time, assignments, and accountability for religion classes are comparable to that of all academic areas. Specifically, religion is to be taught each semester of the Catholic school program for an average of 250 minutes per week, in conformity with the norms governing the weekly instructional time for courses earning one full unit of credit.

## **22. 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 Campus Ministry Center & 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 by the Campus Ministry Center, which promote the philosophy of St. Anthony High School. These programs include:

- Christian Service Graduation Requirement
- Retreats
- Liturgical Celebration
- Outreach and other activities

## **23. 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 the Seniors
- 30 hours for the Juniors
- 20 hours for the Sophomores
- 20 hours for the Freshmen

All service hours are due on or before May 1<sup>st</sup>. Service hours can be earned at a St. Anthony sponsored event, or with an outside agency, school, or church. Information about available service opportunities can be obtained through the Campus Ministry office.

Special recognition will be given to any student who doubles or triples their minimum number of service hours.

**The Archdiocese of Los Angeles Christian Service Award** is given to two students 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.

**Christian Service Supervisor Evaluation Forms** are available from Religion teachers, in the Campus Ministry Office, or on the school website at:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286729&type=d&pREC\\_ID=866430](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286729&type=d&pREC_ID=866430)

## 24. RETREATS

### Retreats

The school sponsors annual retreats, which are a vital part of the Catholic school experience. Retreats are designed to enhance the student's relationships with their families, their community, and God. Arrangements are made in Religion Classes and parent permission slips are needed for retreats off-campus. An additional retreat fee will be required to attend class retreats. Attendance at class retreats is a requirement for all students. 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.

Grades:

9	1 day retreat	11	2 day overnight retreat
10	1 day retreat	12	3 day overnight retreat

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 come to pick up the student. Further disciplinary actions are at the discretion of the Dean(s) following the retreat.

## **D. ADMISSION AND ATTENDANCE**

### **25. SCHOOL STUDENT NON-DISCRIMINATION POLICY**

#### **School Student Non-Discrimination Policy**

St. Anthony High School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

St. Anthony High School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While St. Anthony High School does not discriminate against students with special needs, a full-range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

St. Anthony High School will publish the above policy in the Faculty and Student/Parent Handbook, public relations/recruitment brochures and, when appropriate, in other publications, e.g. parish bulletins, school newsletter, etc.

### **26. INCLUSION PROCESS/STEP**

#### **Inclusion Process/STEP**

If you have a child who is struggling academically or is disabled, contact the Director of Student Learning Services. For specific information and guidance see chapter 14 of the ADLA Administrative Handbook: <http://handbook.la-archdiocese.org/chapter-14>

As a Catholic school, St. Anthony High School makes every attempt to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP). Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and Principal to implement the STEP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the Principal. In addition, students with a current IEP (Individual Education Plan) may choose to participate in the ISP Program. This is a partnership between St. Anthony High School and Long Beach Unified School District to provide students and their teachers with strategies to support students' academic progress



## 27. ADMISSIONS POLICY

### Admission Guidelines

In those cases where the number of applicants exceeds the number of students the school can enroll, Catholic students are given precedence over those who are not Catholic and this without regard to race, color, or national origin. St. Anthony High School has established open enrollment policies in concert with the California Interscholastic Federation State Federated Rule 222 with the following conditions:

- St. Anthony High School is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, *To Teach as Jesus Did*.
- St. Anthony High School forms an Admissions Board comprised of school administrators to review the applications of prospective students, conduct interviews, and enforce the admission guidelines and procedures.
- St. Anthony High School gives preference in admissions to the students of St. Anthony Elementary School and from the other local Catholic feeder schools
- St. Anthony High School accepts students on a space available basis.
- St. Anthony High School charges tuition for its educational services.
- St. Anthony High School has admissions requirements pertaining to academic standards and behavior.
- St. Anthony High School will make every effort to assist students with financial difficulties.
- St. Anthony High School follows the inoculation requirements of the California Department of Health detailed here: <http://www.shotsforschool.org/>

### Admission Procedures

Below are the procedures for the testing and evaluation of applicants to St. Anthony High School

- An application and elementary report card are required for all incoming freshmen.
- The high school placement examination for all incoming freshmen will be administered on the day established by the archdiocesan school calendar.
- Students who show skill deficiencies as indicated by scores on their high school placement examination will be required to attend and successfully complete the school's summer program.
- An interview with student and parents is included in the admission process.
- Notification of admission status is to be given on the dates indicated on the archdiocesan calendar.
- A complete transcript for each student is requested from the elementary school at the end of the school year.
- Students applying for sophomore, junior, and senior year need an official transcript of all secondary work completed and a discipline clearance from their current school.
- Students owing money to another Catholic school will not be accepted.

### 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. 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.

### Eighteen-Year-Old Students

Students who have reached eighteen years of age must abide by the rules under which they were accepted. They are subject to all regulations that pertain to any other student in the school.

### **Emancipated Minors**

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 may be precluded from continuing to attend St. Anthony High School.

### **Married Students**

Central to the philosophy of St. Anthony High School is the belief that parents 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. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. *Therefore, any student who marries or is married at time of application will not be allowed to attend St. Anthony High School.*

## **28. 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 parent(s) 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 6:45 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 Secretary at (562)435-4496 x1240 between 7:30 AM and 8:30 AM *each day* the student is absent. If you are prompted to leave a message, please leave the

student name, grade, your contact phone number and the reason the student will be late or not attending school.

By 7:45 AM on the day of the return to school after the 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 from the doctor with diagnoses and clearance to return, or it will be considered a regular absence. If a student does not present a written note, his/her absence will be considered unexcused. If a parent/guardian has already called in the absence the student will be permitted to go to class, otherwise the student must call the parent at the attendance window for verification of the absence.

**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.

### **Attendance Benchmarks**

The following actions will result if a student reaches certain attendance benchmarks:

- 5 absences = courtesy notification via phone call or email home
- 10 absences = loss of academic credit

### **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 in which the student was absent up to 10 school days after return to school.

In the case of unexcused absences, missed assignments and tests may be made up at the discretion of teachers.

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

Parents should realize that a student's grade may suffer because of any absence.

Acceptance of late homework, except homework late due to absence, is at the discretion of the teacher.

### **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 absences in a semester* (per class period), 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 Academic Dean or Assistant Principal of Curriculum and Instruction.

### **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 doctor's release before returning to school.

#### **Unexcused Absence**

Absences for other than the above reasons, even with the permission of parents, are considered "unexcused." Teachers are not obligated to allow students to make up any or all of the work, or to give makeup tests, or extend time on assignments. Assignments and test missed due to unexcused absences may be made up at the discretion of teachers.

#### **Authorized Family Absence/Vacations**

Authorized family absences/vacations must be pre-arranged. To request approval of an authorized family absence/vacation, the parents and student must submit in writing to the Assistant Principal of Student Affairs 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 must also contact each of his or her teachers to request in advance the assignments that will be missed. 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 authorized family absences/vacations during the week of final exams. Students who miss their final exams may receive a zero.

#### **College Visitations**

Every attempt should be made by parents/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 Assistant Principal of Student Affairs no later than two weeks before the actual visit in order to obtain an *excused* status. A maximum of two 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. The Principal may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles and influenza.

### **Television/Movie Contact**

Student absences due to television or movie contract are considered excused absences.

### **Extended Absence**

An extended absence is an absence of more than 4 days. Extended absences are not in the best interest of the student. However, if parents and student find it imperative, the St. Anthony will consider releasing the student based on the student's academic and attendance record as well as the reason for the absence. Approval must be requested two weeks in advance of the planned extended absence. Approval of an extended absence frees the student from truancy status, but does not give him/her preferred status such as early testing or an extension of time before a grade is assigned. Please be aware that there are a limited number of discretionary days that the school will approve during the school year.

To request approval of an extended absence the parents and student must submit in writing to the Assistant Principal of Student Affairs a petition that indicates the dates of the proposed extended absence and the reasons for the absence. The student must also contact each of his or her teachers to request in advance the assignments that will be missed. 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 extended absences during the week of final exams. Students who miss their final exams may receive a zero.

Remember, a student who accrues 10 or more absences in a semester will lose academic credit for the course(s) in which excessive absences occurred.

### **Leaving School Early**

***No student may leave the school premises during the school day without clearance by the Attendance Office.*** Normally such approval is granted only upon written request by the student's parent or guardian. The majority of off-campus approvals are given for medical or dental appointments. Students should make every effort to have such appointments scheduled at other than school hours. If they must be scheduled during school hours, a series of such appointments should be scheduled so that the student does not miss the same class repeatedly.

**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 to the Attendance Office before 7:50 AM that day. Notes for medical, dental, or other appointments must include the student's name and I.D. number 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.

**Off-Campus Pass:** The student will be issued an off-campus pass to be shown to the instructor at the time of departure. When a student returns from an off-campus appointment on the same day, the student should report to the Attendance Office before going on to class. If the student does not return

until the next day, he/she is to report to the Attendance Office for a re-admit slip by 7:50 AM. In each instance, the student must return the off-campus pass with verification from the doctor or dentist's office or place of appointment or from the parent if the early dismissal was due to a family matter.

### **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 insure 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 use the Sick Room for no longer than 30 minutes at a time. After 30 minutes, students must return to class or call their parents to come and get them. To be in the Sick Room for more than one hour or for recurring medical conditions requires a doctor's note on file in the Attendance Office.
- It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Students must be signed out at the attendance office by parent or authorized person.

### **Tardiness**

***School and classes begin at the sound of the bell.*** Any student not in his/her place at that time is considered late.

**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. If a student is tardy and there is no note or excuse from parent, any food or drink in the student's possession will be taken away.

If the student is tardy to school, the following actions will take place:

- 5 tardies = courtesy notification via phone call or email home
- 10 or more tardies = student/parent meeting with the Assistant Principal of Student Affairs
- After 3 *unexcused* tardies to school, the student will be billed \$5 for each additional *unexcused* tardy.

**Tardy to Class:** A student late to class for any reason must report to the Attendance Office for a tardy slip. A detention will be issued if the student does not have a written excuse from a teacher, counselor, or other school personnel and/or does not have a reason deemed excusable to the school.

**Excessive Tardiness:** The school considers excessive tardiness a serious problem. A conference with the student and parent/guardian may be held.

### **Truancy**

Truancies are those absences where a student is absent without parental knowledge and/or permission. A student will be considered truant if the parent or guardian fails to notify the school at the time of the absence. In addition, a student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof.

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. A student who has been truant three or more times is considered a habitual truant and is subject to dismissal.

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 College/Career Office. To obtain a permit, students must present their applications at a public school in their attendance area. Work Permits will be processed within 24 hours after receiving application.

Federal and state laws restrict child labor, regulating the number of hours worked as well as the working conditions. California State Labor Law prohibits students under the age of 18 from working more than four hours on a school day, and they cannot work between the hours of 10:00 PM and 5:00 AM on school days and from 12:30 AM to 5:00 AM on weekends.

Any employer who hires a minor (under 18 years old) must keep a copy of the minor's work permit on file. Employers must require minors to present a work permit before allowing the minor to work. Students can obtain work permits from the local school district (for public school students) or their archdiocesan or parish school (for Catholic school students). However, a minor who is 16 or 17 years old and has graduated from high school is not required to show a work permit and may be employed for the same hours as adults; evidence of high school graduation must be kept on file.

## **29. COMMUNICATION PROCEDURES**

### **Voicing Concerns**

Students and parents should feel free to voice their concerns about any aspect of school life at St. Anthony High School. As a matter of policy, it is expected that the caller or writer will identify him/herself. If St. Anthony High school is to truly be a faith community, then fear of retaliation should not compel a person to remain anonymous when presenting or discussing a situation or concern. It is also good policy to deal with the person immediately involved in a situation, be it a teacher, coach, moderator, or administrator. If a satisfactory resolution is not reached, then it is appropriate to contact the Assistant Principal or Principal.

### **Communication Protocol**

Parents 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, controversial issues, or class-related discipline problems, we ask parents to:

1. First, contact the teacher, coach, or program coordinator to discuss the situation.
2. Second, if parents do not receive satisfaction, call:

- a. The Assistant Principal of Curriculum and Instruction for matters relating to curriculum or grading;
  - b. The Assistant Principal of Student Affairs matters relating to discipline, attendance, or extra-curricular activities;
  - c. The Assistant Principal of Mission and Catholic Identity for matters relating to Campus Ministry, Retreats or Christian Service; or
  - d. The Athletic Director for matters relating to sports.
3. Third, if the situation is still not resolved contact the Principal.

### **Communication FAQs**

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

- |   |  |
|---|--|
| • Have been absent                        | Attendance Office                              |
| • Have an accident                        | Report it to a teacher or the Front Office     |
| • Want college/career information         | Counseling Office                              |
| • Want information on clubs/organizations | Assistant Principal of Student Affairs' Office |
| • Want information on colleges            | Counseling Office                              |
| • Need to contact a teacher               | Send an email or go to the Front Office        |
| • Need a guest pass for a dance           | Assistant Principal of Student Affairs' Office |
| • Need a bus pass                         | Front Office                                   |
| • Have lost a book or personal item       | Front Office                                   |
| • Need to pay tuition                     | Business Office                                |
| • Move to a new address                   | Front Office                                   |
| • Need transcripts                        | Counseling Office                              |
| • Have locker trouble                     | Assistant Principal of Student Affairs' Office |
| • Need info on Student Service Hours      | Campus Minister/Religion teachers              |
| • Parent Hours                            | Front Office                                   |

### **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.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are available at all times by appointment with individual teachers.

### **Parent Messages and Phone Calls**

Under ordinary circumstances, classes will not be interrupted to relay telephone messages to students.

If parents must contact their student in emergency situations, a message can be left with the main office at extension 0. In an emergency situation, parents will be asked to explain the nature of the emergency to an administrator before a class will be interrupted. Parents are asked to 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.



### **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 extracurricular 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.

## **30. 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.

## **31. SAFETY & SECURITY PROCEDURES**

### **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.

### **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., 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 have made the school aware of their wishes for evacuating the campus on their emergency forms; however, please note the following:

- **Please do not telephone the school.** If our phone lines are operational, we 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. We will use 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, 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. We also ask each of families to go over their individual plans with their sons/daughters.

If an emergency occurs which effects 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 with complete safety.
- An accurate and complete school Emergency Information form should be on file for every student. *Any changes 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.

## **32. 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 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 completion 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 may be charged the cost of supervision if they fail to pick up their student(s) within that time frame.

### **33. AUTOMOBILES & PARKING LOT**

#### **Student Parking**

St. Anthony High School is in the process of making a limited number of vehicle parking spaces available to students. When parking becomes available, the school will communicate student parking guideline via email.

#### **Commuter Bus**

St. Anthony High School has contracted with a licensed, outside bus contractor to provide a daily student commuter bus for a fee. Busses transport students before and after school between St. Anthony High School, Clark Field, 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.

- One Way Bus Pass, AM or PM: \$75 per month
- Round Trip Bus Pass, AM and PM: \$150 per month

#### ***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. 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 to 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.

### **34. PARENT/GUARDIAN & NON-CUSTODIAL PARENTS RIGHT OF VISITATION**

#### **Rules for Parent/Guardian Visits**

The school may adopt rules regarding the right of any parents/guardians to visit their child during school hours. This policy must be clearly stated in the parent/student handbook.

As a general matter, it is advisable that the principal and parents/guardians work out a mutually agreeable alternative to interrupting the student's schedule at school. While parents/guardians are welcome to visit their child during school hours, arrangements must be made with Assistant Principal of Curriculum and Instruction prior to the visit. There may be times when parent visits cannot be accommodated; in such cases, other arrangements will be made.

#### **Rules for Non-Custodial Parent/Guardian Visits**

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the Principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The Principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the Principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

### **Children in Foster Care**

When a child is in a foster home and the parents/guardians request to visit the child at school, the school shall inform the agency that is responsible for placing the child in the foster home.

## **35. HEALTH, ILLNESS, ACCIDENT PROCEDURES**

### **Emergency Card**

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current.

Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

### **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.

### **Immunization Requirements**

The California State law requires 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.

### **Health Records**

St. Anthony High School complies with all department of public health requirements. The school maintains on file a health record for each student. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. St. Anthony High School complies with all Family Educational Rights and Privacy Act (FERPA) rules as applicable.

### **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.

### **Medications**

The school may not furnish medications. All medications administered at school must be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- The student must come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for other family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/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.

### **Communicable Diseases**

When communicable diseases are identified, the Principal shall immediately refer to the reporting requirements of the Los Angeles County 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.

A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

### **Food Allergies**

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.

### **Pregnancy**

St. Anthony High School upholds the Archdiocesan policy regarding the pregnancy of a student. Although the school subscribes to the Church's teachings regarding premarital sex and the sanctity of the human body and family life, it realizes that when a pregnancy occurs the total school community should seek to offer support to the pregnant student and/or the student father in a Christian and humane manner.

When the pregnancy of a student is known to school personnel by whatever means, the pregnant student and both parents/guardians should meet with the Principal to determine the course of action that should be taken. The best interests of those involved and that of the school will be taken into consideration. Pre-natal care and counseling for the pregnant student are the sole responsibility of the family. The school assumes no liability for anything that may happen during the course of pregnancy.

The school assists the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternative program or programs recommended by the Catholic Social Services.

If the student chooses to remain in school, she must provide medical clearance from her doctor attesting to her participation in classes and all school activities. She will be allowed to participate fully in all activities to the extent that the condition of the student and the common good of the school shall allow. The Principal, in consultation with the Regional Supervisor, shall review all aspects of each case and make determination based upon its unique circumstances. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment.

Without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement disciplinary measures, including expulsion for public and overt breaches of Catholic moral teaching.

### **Policy Regarding Abortion**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teaching of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. (*Gaudium et Spes*, 51; Code of Canon Law, 1398)

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs

and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his/her daughter or any other student, this action is also cause for the son/daughter of that parent/guardian to be dismissed from school.

In accord with the policy above, each situation regarding abortion will be handled on an individual basis, applying the following suggested procedural guidelines.

### **Research Projects and Rights of Parents**

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.

Parents/guardians have the right to request to preview the materials to be used in a research study that involves their child. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have the right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

### **Accident Procedures**

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.

### **Student Accident Insurance**

The 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.

In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program. See the Myers-Stevens Student Insurance Claim Form and the Archdiocese of Los Angeles Incident/Accident Report (Non-Automobile). Myers-Stevens offers other insurance that school parents/guardians are not obliged to purchase.

## **36. PRIVACY AND ACCESS TO RECORDS**

### **Student 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).

By definition, “parent” means a natural parent, an adoptive parent, or a legal guardian. Under federal regulations, “parent” includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a natural parent or guardian. An educational agency or institution may presume that a parent has the right of access to pupil records unless it has received evidence that a state law or court order has indicated otherwise.

“Access” means a personal inspection and review of a record or an accurate copy of a record, receipt of an accurate copy of a record, and oral description or communication of a record, or an accurate copy of a record and request to release a copy of any record.

In cases of legal separation and/or divorce, California state law gives only the custodial parent the right:

- To consent to the release of records (unless both parents have notified St. Anthony High School in writing of a mutual agreement to permit either parent to authorize release)
- To challenge the content of records
- To write responses to information regarding disciplinary action to be included in the record.

The non-custodial parent has all the other rights of a parent.

### **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.

### **Directory Information**

Directory information means one or more of the following items: a pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

To the extent possible, the school will minimize access to student phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no case, should commercial enterprises have access to directory information.

Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other personal information about families and students are considered confidential and may be used only for the purposes specified.

### **Release of Directory Information for Tracking Purposes**

Catholic high schools in the Archdiocese of Los Angeles participate in programs in which students' personally identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables schools to better serve their alumni and helps evaluate the effectiveness of schools' curriculum, instruction, and support services.

A school may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the National Student Clearinghouse, to assist the school in tracking its alumni throughout the college. Unless a parent, student, or former student files a notice to prevent disclosure of directory information, a student's information may be released for the purposes described herein.

Any parent or student over 18 ("eligible student") wishing to prevent disclosure of directory information for tracking purposes must file a written notification to this effect with the Principal. If a parent or eligible student submits a request to the Principal, it becomes effective on the day it is received by the Principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student's demographic data periodically.

### **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 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.

### **Verbal/Written Confidences**

Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, *except in cases that involve the health or safety of students or others*. If the confidence relates to a health or safety issue, the school must promptly notify the Principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school will follow the archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

#### **Disclosure of Student Personal Information**

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

### **37. TRANSFER OF RECORDS**

#### **Student Transfers, Withdrawals and Graduation**

Whenever a student transfers, the former school shall provide a copy of the Cumulative Pupil Record form and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record form will remain at the school.

On the original Cumulative Pupil Record form and in the attendance register, the former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation.

A school will not give official transcripts to students or parents/guardians.

Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student.

The school grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

#### **Withdrawal/Dropout**

The name of any student who is a minor that drops out of school for any reason is reported to the county superintendent of schools. Whenever a pupil transfers 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.

There are five types of student withdrawal:

- **Parent 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 Assistant Principal of Student Affairs, and with the approval of the Principal, the Assistant Principal will inform parents and students of the school's decision for withdrawal. The Assistant Principal will also inform the Registrar's Office of the withdrawal. In most cases the Assistant Principal will give the Registrar's Office forty-eight hours notice to complete transfer forms. However, situations may arise when the parents may request the forms immediately. The registrar will inform teachers at least twenty-four hours in advance of the withdrawal so that transfer papers may be completed. Completed transfer papers will be turned in to the registrar. The Assistant Principal will assist the registrar if necessary. 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.
- **Confidential Withdrawal**  
In special cases of confidentiality, the administrator to whom the case is referred will handle the transfer forms. The Registrar will be informed of the withdrawal.
- **Graduation**  
Students who successfully complete all the graduation requirements for St. Anthony High School withdraw upon graduation, 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 elementary school or 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.

### **Cumulative Pupil Record**

On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results.

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
- 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 immunization (recorded through high school graduation)

Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies. Only authorized personnel may have access to these records. The school maintains health records in a separate file for four years.

### **38. 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 religion course for a grade/credit each semester. The international student will be expected to participate, as appropriate, in religious functions and events.

For more information about international students see: <http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

## **E. ACADEMICS**

### **39. 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 student. 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 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.**

### **Course Offerings 2017-2018**

Course offerings may be found on the school website at:

<https://1.files.edl.io/Z830DHrxlwCCLW1sBh9BonLxiT5uGuoGQ7jBPYEliPfbNK61.pdf>

### **Notes**

- Students must demonstrate minimum proficiency to progress to the next sequential math or world language.
  - Minimum proficiency for math is a grade of C or better in the current course and a passing score on the readiness test for the next course.
  - For Spanish progression, a grade of C or better is required in Spanish 1 to progress to Spanish 2. To progress to Spanish 3 students must earn a B or better in Spanish 2.
- 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.

### **Religion Curriculum**

St. Anthony High School religion courses adhere to the high school curriculum guidelines established by the United States Conference of Catholic Bishops.

- Religious Studies 9: Revelation of Jesus Christ in Scripture and Christology.
- Religious Studies 10: Paschal Mystery/Spiritual Life and Ecclesiology.
- Religious Studies 11: Sacramental Theology and Morality and Social Justice.
- Religious Studies 12: Sacred Scripture and World Religions.
- Electives are offered in Social Justice and Campus Ministry.

### **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 on department webpages. 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 Calculus AB
- AP Calculus BC
- AP Macro Economics
- AP Government
- AP US History
- AP World History

- AP English Literature and Composition
- AP English Language and Composition
- AP Spanish Language
- AP Spanish Literature
- AP Biology
- AP Chemistry
- AP Environmental Science
- AP Physics

Students who take Advanced Placement courses are expected to 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.

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](http://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.

Teachers are required to permit students with excused absences and sports/school-activity-related absences to make up assignments missed during the absence. The student will be permitted to make up missed work within the amount of time in which the student was absent up to 10 school days after return to school. It is the student's responsibility to arrange with his or her teacher to make up a test or work missed because of absence.

In the case of unexcused absences, missed assignments may be made up at the discretion of teachers.

In the case of a student truancy, the student will earn a zero for any assignment missed on the day of occurrence, and the work may not be made up.

Parents should realize that a student's grade may suffer because of any absence.

Acceptance of late homework, except homework late due to absence, is as the discretion of the teacher.

### **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 Religious Studies 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 at least 240 credits among the following:

Religious Studies	40
English	40
Social Science	30
World Language	20 (3 years strongly recommended)
Mathematics	30 (4 years strongly recommended)
Science	20 (3 years strongly recommended)
PE/Health	10
Visual/Performing Arts	10
Core Electives	30
Non-Core Electives	10

### **Additional Considerations**

- Students planning to attend University of California or California State University must have completed Algebra 1, Geometry, Algebra 2.
- 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 science requirement.

### **Graduation**

Participation in the commencement exercises at St. Anthony High School is a privilege, not a right. Only those students who have satisfactorily completed all the requirements for a diploma may participate. Students will be excluded from participating in the commencement exercises for a scholastic failure, 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) according to the standards prescribed by August 31 of the summer immediately following senior year. 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.

## **40. GRADING POLICY**

### **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 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.

**Protocol for Contesting Grades**

When students or parents are concerned about the circumstances in which a particular grade was given, the following procedures should be followed:

- 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 Academic Dean.
- Fourth, if communicating with the Academic Dean does not clarify the situation to the student’s or parent’s satisfaction, contact the Assistant Principal of Curriculum and Instruction.
- Fifth, if speaking with the Assistant 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 Registrar within two weeks of receiving their grades.

**Grading Scale**

<b>Letter Grade</b>	<b>% Equivalent</b>	<b>Grade Point Value</b>	<b>Designation</b>
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.

**Computing of Quarter & Semester Grades**

Grades are computed on a semester basis. Quarter grades are issued on the date ending the quarter. This grade is emailed out at the end of Quarter 1 and 3 as a “progress report” and does 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 his grade is required to first see the instructor. If he/she feels intervention is necessary, he/she to submit a formal request to the Assistant Principal of Curriculum and

Instruction within two weeks of 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 Assistant Principal of Curriculum and Instruction.

### **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 scholastic 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.

#### **Progress Reports/PowerSchool**

Student progress can be monitored by parents/students utilizing the PowerSchool system. To access PowerSchool, please contact the Front Office for a username and password. It is the responsibility of the parents/students to regularly monitor grades. Teachers are strongly encouraged (but not required) to notify parents by phone or email when a student's grade is at a "D" or an "F" within three weeks of the end of the grading period.

#### **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 and sports/school-activity-related 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 in which the student was absent, up to 10 school days, after return to school.

In the case of unexcused absences, missed assignments and tests may be made up at the discretion of teachers.

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

Parents should realize that a student's grade may suffer because of any absence.

Acceptance of late homework, except homework late due to absence, is as the discretion of the teacher.

### **Course Deficiency/Failure**

#### **Credit Recovery**

If a student fails a course, he or she must make up the missing credits prior to readmission at the beginning of 1<sup>st</sup> Semester of the following school year. He or she must attend an accredited summer school program, and successfully pass the course(s) in accordance with the standards set at the summer school in attendance. If the course is offered at St. Anthony High School, *the course must be taken at St.*

*Anthony High School*. Failure to satisfy this requirement by the end of the immediately following summer may result in forfeiture of enrollment at St. Anthony High School. The grade/credits from the summer school of attendance must be transferred to St. Anthony High School by the middle of August.

When credit is recovered, the original grade of F remains on the student's transcript.

### **Course Repetition**

If a student repeats a course which he or she passed the first time, he or she receives credit for the course with the better grade; the other course earns *no credit*, and remains on the student's transcript.

### **Academic Dismissal**

Any student who is missing 25 or more credits (F's in 5 or more courses) at the end of the school year will be dismissed.

### **Courses Taken at Other Schools**

Students must obtain written permission from the 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.

### **Conduct/Citizenship Grades**

St. Anthony High School does not give citizenship grades. Conduct is monitored through the school's discipline program and parents are notified each time a student earns a detention.

## **41. STANDARDIZED TESTING AND ASSESSMENTS**

### **Semester Final Exams**

Comprehensive final exams are administered to students in every course at the end of each semester. Early final exam will not be given. Make-up final exams may be given at the discretion of the Assistant Principal of Curriculum and Instruction.

### **Standardized Tests**

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

- Applicants: HSPT
- Freshmen PSAT 9
- Sophomores: PSAT/NMSQT
- Juniors PSAT/NMSQT
- All Students, every year Star 360°

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 comprehensive placement exam for 8<sup>th</sup> Grade students for placement in the 9<sup>th</sup> Grade. The exam measure 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 both curriculum improvement and individualized student academic intervention. Star 360° tests are administered at least three times during the school year.

**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 and above, 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

## **42. RECESS & LUNCH/NUTRITION**

### **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 between the hours of 7:00 AM and 1:00 PM.

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 to be delivered “over the fence” to the students. The perimeter of the school grounds is closed to students during the school day.

## **43. 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 the St. Anthony Bookstore of the school website: <http://sahsbooks.weebly.com/>.

It is the responsibility of students/parents 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.

## **44. 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:

- Summa Cum Laude (Highest Honors) 4.0 GPA and above
- Magna Cum Laude (High Honors) 3.600 GPA - 3.999 GPA
- Cum Laude (Honors) 3.200 GPA - 3.599 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 3.0.

## Awards Convocation

At the end of the school year, an awards convocation is held to honor students of outstanding achievement.

## 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 extracurricular activities, and demonstrated personal, spiritual, and intellectual growth.

## 45. TUTORING

### Tutoring

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 be available Mon, Tue, Thu 2:30-3pm. If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the Principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the

procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

#### **46. 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 extra-curricular activities.

- Probation becomes effective the day report cards are issued.
- Parents will be notified, in writing, when students are placed on Academic Probation.
- Students placed on Academic Probation should discuss with any teacher who has given the student a grade of D or F ways to improve performance. The student needs to sign an academic probation contract.
- Students will be required to attend 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. The program includes a supervised, mandatory study hall, as well as regular consultation with the Director of Learning Services. During these meetings, the director and student review grades and to develop study skills and learning strategies.

##### **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 extra-curricular activity.
- Ineligibility becomes effective on the first school day of the week following the issue of report cards and lasts for a minimum of one grading period. 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 extra-curricular activities, who becomes ineligible at the end of the regular school year must raise his/her GPA and recover the credit for any Fs 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 extra-curricular activities until he/she becomes eligible again at the end of the first grading period. This includes practices, traveling to away games, and having any association with the sport or activity.

#### **47. COUNSELING**

##### **Guidance**

The student support services reflect St. Anthony High School's philosophy that God has endowed each person with intrinsic value, uniqueness and a capacity to grow. St. Anthony High School is committed to the spiritual, intellectual, personal and social development of the student in a Christian environment.

The services are value-centered and attempt to meet the needs of the individual student. In the process of development, the student will not only be led to recognize certain rights as an individual, but also realize a role in contributing to the benefit of society as exemplified in the Integral Student Outcomes (ISOs).

### **Career, College and Guidance Counseling**

Each student is assigned a counselor with whom he/she will meet throughout the school year. 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.

### **College Applications**

All activities related to applying for college admission are coordinated through the College/Career Center. Applications for the University of California (UC) and California State University (CSU) systems are made available in the College/Career Center. Often, a private university will leave applications in the College/Career Center during a visit but, in general, a student should use the common application available online or write to a private university for application materials. Addresses and inquiry cards are available in the College/Career Center. Students with the support of the college counselor, independently file all necessary application materials. It is the student's responsibility to watch for deadlines.

### **Transcript Requests**

Requests must be made in writing in the College/Career Center. In general, the UC and CSU systems use student-reported grades and do not require a transcript with the applications. After an initial review, a transcript may be required and the student will be notified. Most private universities will require a transcript with the application. Because of the high volume of transcripts processed, all transcript requests must be made 10 school days *prior* to the university's deadline.

### **Letters of Recommendation**

The UC and CSU systems do not require letters of recommendation for admission purposes but may require one or more if a student is applying for a specific scholarship. Private universities usually require a recommendation from the counselor and at least one teacher. Often, a university will have specific forms for recommendations. Always refer to the application instructions to verify requirements. A student should first ask a teacher or counselor to write the recommendation. Then the student should supply the teacher/counselor with a list of accomplishments (activities and awards) and the address where the recommendation should be sent. Students should request recommendations *at least* 10 days in advance.

### **College Financial Aid**

St. Anthony High School sponsors a college financial aid night each fall where information about applying for aid is disseminated.

All families of seniors applying to college should complete the Free Application for Federal Student Aid (FAFSA). Federal and institutional financial aid cannot be awarded to any senior who has not filled out this form. Forms will be available online beginning in October and must be completed by the June 30 deadline. Parents should retain their year-end payroll stubs and file their taxes as early as possible to facilitate the completion of these forms.



Cal Grants – A number of grants are awarded each year to students from the California Student Aid Commission. Students qualify based on merit and need. Students must complete a GPA verification form and a FAFSA form if they wish to be considered for this award. File Cal Grant forms as soon as possible. Forms must be submitted by March 2<sup>nd</sup>. Forms are available online only but must be submitted by student using US mail.

The CSS Profile is another tool used to determine financial need. Private universities may request this form.

## **48. VIDEO/FILM POLICY**

### **Copyright Law**

The Copyright Law of the United States protects all original created works "fixed in any tangible medium of expression," including the airwaves or the Internet (17 U.S.C. § 101–122). These works include:

- Literary works.
- Musical works, including any accompanying words.
- Dramatic works, including any accompanying music.
- Pantomimes and choreographic works.
- Pictorial, graphic, and sculptural work.
- Motion pictures and other audiovisual works.
- Sound recordings.
- Architectural works.
- Computer software.

All these works may be reproduced only with their creator's permission. Popular belief that materials found on the Internet are not copyright protected and may be used at will is incorrect. All materials posted on the World Wide Web enjoy copyright protection, whether or not a copyright, trademark, or other symbol is apparent, and whether or not the creator is identified. Certain materials state that they may be used under a Creative Commons license, without a payment of a royalty. Even these free materials may be used only in ways that are stated on the site.

A limited fair use exception exists for general users and a more generous exception applies to teachers and classroom use.

### **Fair Use Allowance for Teachers and Classroom Purposes**

#### ***Single Copy***

For scholarly research or for use in teaching or preparing a class, teachers may make a single copy of the following:

- A chapter from a book.
- An article from a magazine, newspaper, or Internet website.
- A short story, short essay, or short poem.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, magazine, newspaper, or Internet website.

#### ***Multiple Copies***

Multiple copies may be made for classroom use (one copy per student) *only if your copying meets all four of the following conditions*:

- **The content of the copies is brief.** The following guidelines for brevity apply:
  - Complete poems of not more than 250 words or excerpts from not more than 250 words from longer poems may be copied.
  - A complete article, story, or essay of less than 2,500 words, or a maximum of either 1,000 words or 10% of any prose work with a minimum of 500 words may be copied.
  - One chart, graph, diagram, drawing, cartoon, or picture per book or per magazine may be copied.
  - "Special works" for children that combine pictures and have fewer than 2,500 words may not be copied in their entirety and only 10% of the words or not more than two (2) pages of special works that have more than 2,500 words may be copied.
- **Your decision to distribute copies in the classroom is spontaneous.**
  - That is, you thought of distributing the materials so close to the time you have to use them in class that you could not seek and obtain permission for copying.
- **Your copying does not violate the rule against "cumulative effect."** This rule provides that you:
  - May make copies only for your class.
  - May not copy more than one short poem, article, story, or essay from the same author; more than two excerpts from the same author; or more than three poems, articles, stories, essays, or excerpts from the same anthology or magazine during one class term.
  - May not engage in multiple copying more than nine times for one class in one term.
- **Each copy identifies the creator and includes a notice of copyright.**

Notwithstanding the copying allowed above, you may *not*:

- Make copies to create, replace, or substitute for anthologies, compilations, or collective works
- Make copies of works that are intended to be "consumable," such as workbooks, exercises, standardized tests and test booklets, answer sheets, and the like.
- Make copies of the same material from term to term.
- Make copies solely because the Principal requests copies.
- Use copies as a substitute for buying books, magazines, reprints, etc.
- Charge students for copies beyond the actual cost.

### **Screening Films, Videos, Documentaries, and Other Recorded Materials**

If you want to show your students a film, video, documentary, or television program, you can do so without having to obtain prior permission from the creators or a screening license *only if all seven of the following conditions apply*:

- You are a member of the faculty of the school.
- The class is part of the regular offerings of the school.
- The work was acquired lawfully (i.e., it is not a bootleg or a duplicate copy of a rented work).
- You plan to display, perform, or transmit the work over a secure inside-the-school-only network, only to students in your own class.
- You do not transmit the work via your own website or disseminate it through email or any other electronic means.
- The work is directly related to the content of the class (i.e., it is not for entertainment or your own research).
- You make sure that the work's copyright notice is shown, or you post a notice saying that the work may be copyright protected.

If the seven conditions set forth above do **not** apply, you need to obtain a license for use.

Before sharing any media with students, teachers must familiarize themselves with the Educator's Guidelines for the Use of All Media.

Teachers shall inform parents/guardians if media are going to be used in the classroom and allow them to opt out (see Parent/Guardian Permission for Child to View Media).

## **49. 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. The St. Anthony High School summer session is co-educational and is open to students attending St. Anthony High School and other Catholic high schools. At times, public school students may also attend summer school.

A summer school mark will only be accepted as a grade after official transcripts have been submitted to the Academic Office. No schedule changes 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. Only courses taken at a community college or Catholic high school will be accepted. Students who must take a class at a non-Catholic high school must gain prior permission from the Principal. Students who wish to take a summer school course for enrichment must receive prior approval of the administration.

## **F. CO-CURRICULAR 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 opportunities for the school community to apply the teachings of the Church to human relationships. Parents, 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. Scheduling of practice and events should not interfere with obligations, like family, homework, etc.

## **50. BEFORE & AFTER SCHOOL POLICIES AND PROGRAMS**

### **Before & After School Policies and Programs**

The school campus is open between the hours of 6:45 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.
- Academic Monitoring Program.
- Sports conditioning and practice.
- Band practice.
- Drama rehearsals.
- Co-curricular activities.

## **51. FIELD TRIP AND EXCURSION POLICY**

### **Field Trip and Excursion Policy**

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 Assistant Principal of Student Affairs or Dean of Discipline for extraordinary reasons.

Club-sponsored field trips, social excursions, and overnight trips 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.

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 organized by an employee of the school. Only Principal or Principal designee can authorize a field trip.

## **52. TRANSPORTATION**

### **Transportation**

Transportation to co-curricular activities and athletics may include personal motor vehicles, on-demand transportation services, vans, buses, boats, or airplanes.

### **Personal Motor Vehicles**

Although this is discouraged, employees and volunteers (including teachers, religious education instructors, and coaches) may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Employees and volunteers may not be alone in a vehicle with a single minor who is not their own child.

School staff, parish staff, parents/guardians, and volunteers who drive students in their own vehicles must be at least 25 years old, have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver's license and proof of current insurance.

### **On-Demand Transportation Services**

Parents/guardians who wish to use an on-demand transportation service to transport their child(ren) are solely responsible for determining if the service allows its drivers to transport unaccompanied minors. Note that, for example, currently neither Uber nor Lyft permits drivers to pick up children under the age of 18 unless accompanied by an adult account holder.

If the location restricts the release of minors from its custody only to certain authorized individuals, parents/guardians must sign the [Minor Pickup Permission Form and Release for Parishes and Schools](#), giving permission for their child(ren) to be picked up by a transportation service and absolving the location and the archdiocese of any liability. These forms must be kept on file by the location. Licensed day care centers and preschools are required to maintain these documents by state regulation.

Parents/guardians who have submitted a signed permission form must call the location each day of pickup and inform the location that the transportation service is picking up the child(ren). If possible, the parents/guardians must give the name of the driver who will be picking up the child(ren).

At time of release, the transportation service driver must identify himself or herself to the person in charge, showing a valid driver license and proof of his or her relationship to the transportation service. The driver must sign the child(ren) out. Drivers must be instructed by the parents/guardians that transportation service drivers may not pick up students in the car line of the location.

The child(ren) are then released to the driver.

### **Vans**

Schools and parishes may transport students in vans or other vehicles designed for 10 passengers or fewer, including the driver. Vehicles designed for more than 10 passengers may not be reconfigured to seat only 10 passengers, including the driver.

A driver of a vehicle designed for 10 passengers or fewer does not need a commercial driver license.

### **Youth Buses**

Schools and parishes may use vehicles designed for 15 persons or fewer to transport students within 25 miles of the school or parish. Individuals who drive these vehicles must have a commercial driver license with a youth bus certificate. Every youth bus must have on the front and rear a plainly visible sign with the words "YOUTH BUS" in letters at least eight inches high.

A school may not use a youth bus without the consent of the Department of Catholic Schools.

### **Commercial or School Buses**

Locations may only hire buses, vans, or other passenger carriers from transportation companies that have valid permits, licenses, or charters approved by the State of California and that maintain current insurance on their vehicles. Locations must verify this information through the California Public Utilities Commission and its list of passenger carriers.

## **53. 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 extracurricular activities.

### **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.

### **Classes**

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

### **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.

### **Election Rules**

#### **Qualifications 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.
  - Up-to-date payment of financial obligations (tuition, fees, etc.) to the school.
  - All candidates must obtain the designated faculty/staff signatures in addition to parental approval.

### **Election Process**

The positions of president, vice president, ASB Secretary and ASB Treasurer are elected; ASB and Class Commissioners, class secretaries, and class treasurers are appointed offices.

- Students who meet all the qualifications, may nominate themselves for office.
- Candidates must obtain an official Declaration of Candidacy from the Director of Activities and complete and submit it by the established deadline.
- All candidates must submit the following:
  - A signed Declaration of Candidacy with all designated peer, faculty/staff, and parent signatures.
  - Two recommendation forms from current teachers.
  - A leadership essay responding to the following question: What does servant leadership mean to you and how will you demonstrate these qualities, if elected.
  - Academic Eligibility Form.
  - Digitally recorded video campaign speech.
- Campaigning occurs the week preceding the election.
- Candidates must adhere to school poster hanging policy.
- Voting is by secret digital ballot.
- Election to office is by simple majority of votes cast. The Vice President position will be awarded to the presidential candidate with the second highest number of votes.

### **Removal from Office**

- GPAs are checked at the end of each grading period (quarter). Failure to maintain the minimum GPA will result in probation for the following quarter and removal from office if the GPA is not raised to the minimum standard by the end of that quarter.
- Violation of the Honor Code.
- Unsatisfactory conduct: Accumulation of 6 detentions or a major infraction of school rules.
- Poor Attendances: no more than 6 excused absences or 3 unexcused absences in a school year.
- Failure to fulfill duties or participate in organization activities and fundraisers.
- Missing 2 consecutive organization meetings.
- Earning a grade of D or F in Leadership Class.

## **Authority**

### **ASB/Class/Club/Organization Officers & Duties**

#### **General Duties of Officers**

Student Officers work as a team. Although each officer has specific duties and oversees specific activities, all officers are members of committees and assist the committee chairperson to ensure the success of each activity or event. Student officers, regardless of position:

- Help plan, organize, and evaluate dances, spirit weeks, assemblies, elections, competitions, and other events.
- Attend, set-up, clean-up all activities and ensure their success.
- Design, draw, cut, paint props and posters and other promotional materials.
- Speak in front of large groups.
- Work together to accomplish committee and job responsibilities.

In addition, ASB and Class Officers:

- Work in the student store and sell dance tickets as assigned.
- Participate in all ASB fundraisers.
- Attend ASB camp and retreat.
- Participate professionally in daily meetings.

#### **Specific Duties**

##### ***President***

The President is the leader of the class, club or organization. The organization is usually only as effective as the President, who must be committed to the goals and purposes of the organization. The President presides over and conducts meetings according to parliamentary procedures. The President is also responsible for developing agendas, scheduling fundraisers, creating a budget, and working with the organization's Moderator.

##### ***Vice President***

The Vice President assists the president in carrying out his/her duties. In the absence of the President, the Vice President presides at meetings and carries out all additional responsibilities normally done by the President. The most important role of the Vice President is to oversee all committee work.

In addition to the above duties, the ASB Vice President coordinates ASB, Class and special event elections. The ASB Vice President represents ASB at Class Council meetings.

##### ***Secretary***

The Secretary must take accurate notes at all meetings and prepare minutes. In addition, the Secretary prepares correspondence on behalf of the organization. The Secretary assists the President in keeping permanent records for the organization and copies of all minutes and committee reports. The Secretary maintains a copy of the organization constitution and the organization handbook for reference when needed. The Secretary also maintains an inventory of all supplies.

##### ***Treasurer***

The Treasurer is responsible for maintaining accurate financial records for all income and expenses. The Treasurer reports all money spent and collected and of the account balance.



### **ASB Commissioners**

ASB Commissioners are appointed offices. They must be members of the Sophomore, Junior or Senior class during his/her term of office. They coordinate specific ASB activities and sub-committees.

- **Historian**  
The Historian keeps a record of ASB activities. The Historian keeps a digital history and scrapbook, takes photos of and documents activities, and makes videos for ASB.
- **Commissioner of Activities**  
The Commissioner of Activities maintains the Activities Calendar for the school year; coordinates all lunchtime activities, spirit weeks and school events; organizes and manages the Homecoming Halftime Show; and with the Commissioner of Pep/Spirit coordinates all pep rallies.
- **Commissioner of Athletics**  
The Commissioner of Athletics acts as a liaison between the sports teams and ASB, encourages good sportsmanship, works with coaches/faculty to prepare the Athletes of the Month, advertises games through media.
- **Commissioner of Clubs/Organizations**  
The Commissioner of Organization oversees yearly club chartering (working with Assistant Principal of Student Affairs), organizes and manages the Club Fair, keeps an up-to date roster of clubs, collects meeting minutes from all clubs on a regular basis, and informs ASB of all club activities
- **Commissioner of Dances**  
Commissioner of Dance coordinates all dances (theme selection, decor, scouting of venues, obtaining vendors), collaborates with the Commissioner of Publicity to promote dances, and facilitates discussion and development of all events related to dances.
- **Commissioner of Fundraising**  
The Commissioner of Fundraising coordinates all student fundraising in conjunction with the Business Manager and ASB Treasurer, works to increase ASB revenue, notifies all classes/clubs/organizations of fundraiser approvals/denials, assists the ASB Advisor and Treasurer to create and maintain a balanced budget, organizes and runs all ASB fundraisers, and proposes new methods of fundraising.
- **Commissioner of Pep/Spirit**  
The Commissioner of Pep/Spirit is responsible for promoting and increasing school pride and spirit with the assistance of Student Council, cheerleaders, dance team, band and Pit Crew; coordinates all pep rallies with the Commissioner of Activities; provides a detailed agenda/script and release lists for assemblies; works to integrate teachers into the spirit of the school activities; and oversees rally clean up.
- **Commissioner of Publicity**  
The Commissioner of Publicity oversees all ASB promotional activities; advertises major school events; updates marquee and bulletin boards, works with Commissioner of Technology to update all social media accounts with event information; writes and designs website information for school events, spirit weeks, dances and activities; informs the webmaster of updates; and informs faculty and staff of upcoming events through email groups and advertisements in faculty classrooms and lounges.
- **Commissioner of Religious Affairs**  
The Commissioner of Religious Affairs acts as liaison between Campus Ministry and ASB; works closely with Campus Minister to ensure a religious focus in all activities on campus; leads the school in morning prayer and prayer before rallies and other school events.
- **Commissioner of Staff/Student Relations**

The Commissioner of Staff/Student Relations promotes unity on campus among all students, prepares Student of the Month awards, promotes communication between ASB and faculty and staff, oversees the Staff Buddy Program, is responsible for faculty/staff and student officer birthday recognition, writes and distributes thank-you cards, organizes Faculty/Staff Appreciation week and holiday cards/treats for faculty/staff, and assists ASB Vice President with all elections.

- **Commissioner of Technology**

The Commissioner of Technology coordinates the set-up, running, and take-down of the sound equipment at all school functions; maintains all ASB equipment and updates the music library; works closely with the ASB Advisor to determine safe and effective utilization of the Internet and Schoology to communicate with students and the community; maintains and updates all Activities-related social media accounts; and work with Historian to film and edit any ASB-related videos.

### ***Class Commissioners***

Class Commissioners advise and assist the Class President and Vice President, participate equally all decisions made by the Class Council, and are responsible for promoting, taking pictures at, and collecting memorability from class activities.

### **2017-2018 ASB and Class Officers**

A list of ASB and Class Officers may be found on the school website at:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286729&type=d&pREC\\_ID=658233](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286729&type=d&pREC_ID=658233)

## **54. 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. For active membership in certain clubs and organizations, a student must maintain a 2.0 GPA. To be eligible to be an officer of the group, 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 Assistant Principal of Student Affairs, who will present it to the Administrative Council 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.

### **2017-2018 Clubs, Organizations and Honor Societies**

A list of clubs and organizations may be found on the school website at:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286729&type=d&pREC\\_ID=658238](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286729&type=d&pREC_ID=658238)

## **55. DANCES**

### **Dances**

The Student Council coordinates school dances. Only students enrolled at St. Anthony High School may attend. The Homecoming Dance, Winter Formal, and Junior/Senior Prom are open to non-St. Anthony students who receive the approval of the Assistant Principal of Student Affairs through guest passes. All student must also sign a Dress Code Agreement.

### **Guest Pass**

- Guest passes are only available for the Homecoming Dance, Winter Formal, and Junior Senior Prom.
- A Guest Pass include 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.
- 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.

### **Dress Code Agreement**

- Students must wear proper attire. The 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 Dress Code Agreements must be submitted a minimum of 48 hours before any dance.

### **Admission**

- 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, Prom or Grad Night and is later found ineligible to attend for financial or any other reason will not be able to get a refund.
- All dances may fall between the hours of 7:00 p.m. and 12:00 p.m. 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**

Refer to Dances above for guidelines.

### **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. 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.

## **56. STUDENT PUBLICATIONS**

### **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. The Principal appoints a moderator who exercises whatever control is necessary regarding material submitted for publication. All materials are reviewed by the moderator.

The moderator shall:

- Establish a clear purpose of the publication and the limitations of the writer's authority;
- Treat topics in a way that is tactful and respectful of the rights and feelings of others, uses good taste, is constructive, and prohibits personal attacks;
- Check facts with care before a story is published; and
- Ensure that the publication is proofread by an administrator.

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

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

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

### **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.

## 57. PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

The Archdiocesan Parent/Guardian Release for Student or Minor (Noncommercial) form can be accessed here: [http://handbook.la-archdiocese.org/Handbook%20Resources/parent\\_guardian\\_release\\_en.pdf#search=parent%2520authorization](http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520authorization)

## 58. 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. Herff-Jones is the sole vendor authorized to use the Block SA Logo. Students must seek administrative permission from the Assistant Principal of Student Affairs before purchasing rings by other jewelers. Only school rings made by Herff-Jones or an approved local jeweler will be blessed at the Ring Blessing Ceremony.

### ***Design Guidelines:***

- The choice of style, metal, and stone color and cut is optional. The amethyst/purple stone is encouraged.
- The words encircling the stone must read “St. Anthony High School.”
- One side of the ring must include the Block SA Logo (available on Herff-Jones rings, only), unless the ring is too small.
- The sides of the ring may be personalized to include the student’s name, year of graduation, sport, club or activity.
- No names or symbols that are associated with profanity, gang affiliation or violence are acceptable on any part of the ring or on the outside or inside inscription.

## 59. 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 \$5.00 replacement fee. Students must carry their ID cards at all times.

## 60. 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.

## 61. ATHLETICS

### **Athletics**

For over 90 years St. Anthony High School has contributed to the spirit and pride of the Long Beach area through excellence in athletics and the consistent fielding of highly competitive teams. The quality athletic program is a natural outgrowth of the Catholic Christian philosophy of St. Anthony High School which seeks to develop all aspects of the human person.

The primary goal of the athletic program is to build physical strength, self-discipline, and team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ. Above all, this must be evident throughout every aspect of the athletic program, and most especially the conduct of student athletes, parents, coaches and staff.

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:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **Sports Teams**

St. Anthony High School fields the following teams.

#### ***Fall Sports:***

- Football.
- Girls' Volleyball.
- Girls' Golf.
- Boys' Cross Country.
- Girls' Cross Country.

#### ***Winter Sports:***

- Boys' Basketball.
- Girls' Basketball.
- Boys' Soccer.
- Girls' Soccer.
- Rugby (Club).

#### ***Spring Sports:***

- Boys' Volleyball.
- Baseball.
- Softball.
- Boys' Golf.
- 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.

Saint Anthony High School also has a cheerleading team.

### **Selection Process/Requirements for Participation**

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

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **Athletic Medical Clearance**

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

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **Injuries and Accidents**

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

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **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:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **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:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **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:

[http://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=191937&type=d&pREC\\_ID=428170](http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=191937&type=d&pREC_ID=428170)

### **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 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 or guardian is essential to the fulfillment of the School’s mission. Parents and 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 Play Like A Champion. Addition coaches have First Aid/CPR/AED, concussion and cardiac arrest training.

### **CYO/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.

## **G. 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 support and volunteerism, to make up the difference that is not covered by tuition alone.



## 62. TUITION AND GENERAL FEES

### Tuition

- **Tuition for Grades 9-11:** \$8,900 (Catholic), \$9,200 (non-Catholic), \$14,000 (International Students)
- **Tuition Grade 12 - includes graduation fees, senior retreat & Grad Night:** \$9,350 (Catholic), \$9,650 (non-Catholic), \$14,450 (International Students)

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 June 15, 2017.*

SAHS tuition amounts include the following:

- Annual Standardized Testing.
- ASB Student Activities.
- Campus Ministry Program.
- College Visits.
- FACTS tuition annual service fee.
- iPad annual filtering license/ongoing program costs.
- \$100 Annual Technology Fee.
- Lab Fees (arts and science).
- Tutoring Program.
- Yearbook.

### Other Fees

- **Application Fee:** \$50, non-refundable fee, is due with application.
- **Registration Fee:** A deposit of \$550 is due on March 16, 2017.
- **iPad Program Fee:** There is a one-time iPad Program Fee which is only charged the first year of student attendance. This fee includes a case for the device. There are 2 payment options for this fee:
  - Pay-In-Full Discount Option: \$800 per student, payable June 15, 2017; or
  - Payment Plan Option: \$75 per month over 12 months, added to monthly tuition payment.

### Other Obligations

- Each family is required to complete 25 hours of service per year (12.5 hours for single parent/military).
- Each family is required to enroll in the e-scrip program.
- Each family is required to register their student and two adults for the annual Saints Run 5K Run/Walk event.
- Uniforms and books are the responsibility of the parents.

## 63. 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 tuition collection agency 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 June 15, 2017. Payment must be made using cash, check or money order. Credit cards are not accepted for payment-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.

Exams, grades, and diplomas may be held if all financial obligations are not cleared. The school may also deny to the student the privilege of attending retreats, prom, and/or receiving a yearbook in cases where financial obligations are not being met.

The school is grateful to all parents who take their financial obligations seriously and meet them in a timely manner. It is imperative that parents who are unable to make a payment for any reason contact the school 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 (20 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**

Payment of fees, other than tuition, may be made by cash, personal check, debit card, credit card, money order, certified check.

The return of a personal check for insufficient funds (NSF) by a bank will result in the assessment of a *\$25.00 charge plus collection fees* to the student's account. The school may re-deposit the check or ask parents to remit by another acceptable method.

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 (overdue library books and fines, unreturned athletic equipment, unpaid obligations).
- Withhold transcripts to colleges and universities if tuition accounts are not current.
- Refuse students admittance to or participation in any extra-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 settlement.

## **64. 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 requested 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 financial aid, without which the student could not attend the school. Even so, the parents are expected to make some financial sacrifice and commitment to the school. The Principal, as the person responsible for the allocation of financial aid, reviews all candidates for aid.

Financial Aid Forms are available in early December and must be returned by the published deadline. All continuing students on financial aid will receive forms through the mail with the deadline for submitting the completed papers. All students applying for aid must meet the 2.00 GPA minimum requirement in order to be eligible for consideration. Students must maintain a 2.00 GPA, or forfeit eligibility for financial 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 financial aid is given on a year-to-year basis, it is subject to cancellation at the end of any semester for any reason.

Parents are required to complete financial statements and provide a copy of their previous year's Federal Income Tax Return including W-2 forms. These forms are then submitted to Administration and they determine the amount of assistance the student may receive.

### **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. Please note: families receiving financial assistance from the Catholic Education Foundation do not qualify for this additional discount.

## **65. PARENT SERVICE AND FUNDRAISING REQUIREMENTS**

### **Parent Service Hours**

25 hours per family (12.5 hours for single/military) are required. The school cannot function without the help of parents in various activities. 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 May 10 will be billed at \$25.00 per hour.

### **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.

### **Scrip Gift Cards**

Parents who participate in our Scrip Gift Card program can use profits accumulated through April 30 to reduce their June tuition payment. If requested, a parent can receive these profits as a check. Participation in E-Scrip is appreciated and helpful but profits from this program do not return to the student.

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

### **Athletics Fee: \$150 per sport**

An Athletic fee of \$150 will be assessed to students playing sports. The fees help pay for transportation, security, officials, equipment, and supplies. These fees only cover 10% of the school's athletic budget. The fees do not include Spirit Pack Fees or Team Fundraising.

Students will not be allowed to participate in their first league contest until this fee is paid.

All Athletic fees are to be made payable to St. Anthony High School and are collected by the Athletic Director and/or coach.

### **Other School Fees**

- Monthly Bus Passes for the St. Anthony High School Transportation System cost \$75 one-way and \$150 round-trip.
- Senior Fee: Tuition for Grade 12 includes graduation fees, senior retreat and Grad Night.
- Class Ring: The purchase of a class ring is optional.

- Prom: Participation in the Junior-Senior Prom is optional. Cost of prom tickets range between \$82 to \$100.
- 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.

## **H. DISCIPLINE**

### **67. PHILOSOPHY**

#### **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 the 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 will 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.

#### **Discipline and the Integrated Student Outcomes (ISO's)**

The ISOs are applicable to the discipline code and process in that it is the expectation of St. Anthony High School administrators and personnel that students are:

#### **S Spiritually Enriched**

To "bear witness to Christian action in the world" begins with Christian action in the home, school, and neighborhood. A person's conduct displays his/her understanding of Catholic-Christian values.

#### **A Academically Ready**

With a value on discipline, the student who learns lessons and maintains positive behavior will be better prepared academically and ready for life beyond the school

#### **I Intellectually Equipped**

To be able to identify, analyze, hypothesize, and evaluate knowledge to solve problems at school when challenges with other students arise demonstrates a successful discipline code

## **N Naturally Expressive**

In a structured and well-disciplined environment, students are free to express themselves freely, without fear or tension, allowing each student's individuality to shine

## **T Technologically Prepared**

With the advent of technological advances have come a variety of issues and challenges to today's teen. A solid discipline program enables students to learn to make sound choices on how to manage these moral and ethical challenges.

## **S Socially Conscious**

By using collaboration and communication, a discipline code can prepare students for the world beyond St. Anthony High School. Students will recognize their actions are not in isolation but, rather, affects others. The rules, regulations and policies of the discipline program provide opportunity for the life lesson of accountability to be a productive and positive citizen in society.

## **Classroom Behavior**

Students are expected to be on time for class and ready to begin on schedule. They should have with them their iPads, 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 will be suspended.

## **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. 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 it. 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 or the Assistant Principal of Student Affairs, whose decision is final.
- In more serious matters, the Assistant Principal of Student Affairs 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***

Students may not write on, color, do art work on their own back pack or another student's back pack. Students will be required to get a new backpack if it has been altered. 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 Long Beach Police Department to conduct random searches 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.)

### ***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 to be eaten in the buildings or classrooms.

- 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.
- 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. "Jaywalking" is illegal and carries a substantial financial penalty in addition to school disciplinary action.

### ***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 Dean or Assistant Principal of Student Affairs.
- 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 Dean 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 iPads. 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.

Appropriate displays are limited to the following:

- Quick hug.
- Handshake.



- Brief shoulder pat of encouragement.

Unacceptable behaviors and inappropriate displays include, but are not limited to, the following:

- Prolonged hug or embrace.
- Hand holding.
- Walking with arms around each other's shoulders or waists.
- Sitting on laps.
- Any intimate physical contact.

### ***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 will 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 Internet 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, 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 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 he or she will 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, by the teacher, Dean of Discipline, or Assistant Principal of Student Affairs. It is the responsibility of the student to serve a detention on the assigned date. Failure to serve an assigned detention will result in a \$10 fine and the student will have to serve on the next possible detention date. Continued failure to serve will be considered a serious infraction resulting in a *possible suspension*. Parents 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 causes 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.*

For tracking purposes, three teacher detentions carry the weight of one dean's detention and appropriate consequences will be assigned. (See *Penalties for Accumulated Violations* below.)

### **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. *Students who fail to report to a Dean's detention must make up the detention on the next available detention day. Continued failure to serve will be considered a serious infraction resulting in possible suspension. Dean's detentions will also be recorded for violation tracking.*

### **Rules for Teacher and Dean Detentions:**

- Students must turn in signed violation slip or signed note from a parent for admittance.
- Students are to be seated promptly by the time assigned.
- For the duration of detention students must:
  - Sit up straight against back of chair.
  - Avoid using hands or arms to keep head up.
  - Keep feet off any desk or furniture in front of them.
  - Sit Still.
  - Keep eyes open.
  - Remain Silent.
- 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 Form include but are not limited to:**

- Chewing gum.
- Class disturbance.
- Copying/plagiarism/cheating.
- Disrespectful behavior.
- Dress code violation. (Parents 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 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 iPad.
- 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 ear buds/head phones during school hours. (Item will be confiscated and given to the Dean of Discipline, and a \$25 fine will be assessed for the first infraction and a \$50 for any additional infraction.)
- Wearing hoods/hats/sunglasses. (Item will be confiscated and given to the Dean of Discipline.)
- 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 dean's detentions:

- 3 violations = courtesy notification via phone call or email home.
- 6 violations = In-school Suspension & phone call or email home.
- 9 violations = one-day Out-of-School Suspension & parent contact.
- 12 violations = two-day Out-of-School Suspension, parent conference, disciplinary contract & probation, loss of all extracurriculars (including sports and prom).
- 15 violations = dismissal from school.

### **Detentions at the End of the School Year**

Those who owe detentions will not be allowed to receive their yearbook or participate in any summer programs until the detentions are served. *Seniors will not be allowed to receive their diploma with any outstanding detentions.*

### **Disciplinary Probation**

Any student who accumulates 12 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 extracurricular 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 are 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 who goes on Disciplinary Probation a second time in the same year 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.

### **Suspension/Disciplinary Measures for Grave Offenses**

#### **Student Behavioral Referral**

When a teacher attempts to correct a student behavior and the student continues to practice such behavior, the student may be referred to the Deans by way of referral form. Student referral will also be used when a student commits a major violation.

#### **Major Violations**

Depending on the circumstances, any of the following major violations could be severe violations:

- Copying/plagiarism/cheating.
- Destruction of property.
- Display or writing satanic or gang symbols.
- Forgery of signatures.
- Lying to authority.
- Obscene acts (possession of obscene materials).
- Possession/use of lighters or matches.
- Threatening a student or faculty/staff member.
- Truancy.
- Verbal abuse of a teacher.
- Violation of the Acceptable Use Policy (AUP).
- Vulgar language or swearing.
- Willful defiance of authority; insubordination.
- Other, at the discretion of the administration.

### **Penalties for Accumulated Referrals and Major Violations**

- 1 Referral = In-School Suspension & Parent Contact
- 2 Referrals = One Day Out-of-School Suspension & Parent Contact
- 3 Referrals = Two Day Out-of-School Suspension, Parent Conference, Disciplinary Contract & Probation
- 4 Referrals = Indefinite Out-of-School Suspension & Discipline Review Board Hearing for possible expulsion.

A single referral or major violation may lead to immediate expulsion.

### **Severe Violations**

- Actions in or out of school that are detrimental to the school's reputation.
- Actions that are gravely detrimental to the moral and spiritual welfare of other students.
- Assault, battery, or any threat of force or violence.
- Being on probation with law enforcement.
- Bomb threats.
- Copying/plagiarism/cheating.
- Fighting.
- Habitual profanity or vulgarity.
- Habitual truancy.
- Harassing, bullying, or hazing other students or school personnel.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.
- Knowingly receiving stolen property.
- Major theft
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons.
- Possession or use of narcotics, drugs, alcohol, or other controlled substances.
- Setting off Fire Alarm.
- Smoking or possession of tobacco
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Vandalism, graffiti, willful destruction of property.
- Vaping or possession of vaping device
- Violation of the Acceptable Use Policy (AUP).
- Other, at the discretion of the administration.

### **Penalty for Severe Violations**

Expulsion and/or possible intervention at the discretion of the Administration.

### **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 may be removed from the normal classroom and placed on "In-School" suspension whereby the student spends the suspension time at St. Anthony High School. A parent conference may be required before the student can return to the classroom.

- **Out-of-School Suspension:** The response to violation(s) may be suspension where a student is removed from school. A parent or guardian will be notified immediately. The student is not allowed on campus for any reason until a parent or guardian conference with the Assistant Principal or Dean occurs.

The consequence of a student being suspended for disciplinary reasons may be restriction from certain extracurricular activities at the discretion of the administration. During the time of the suspension, the student may make up missed class work at teacher discretion.

Students who are suspended from school more than three times during a school year will be called before the Discipline Review Board for possible dismissal.

### **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.

### **Withdrawal**

If after exhausting the steps of the discipline procedure there is no significant improvement in a student's behavior, the school will assume the student no longer wishes to attend and will mandate the student withdraw and terminate enrollment at St. Anthony High School.

### **Discipline Review Board**

The Discipline Review Board is composed of the Assistant Principals, Dean of Discipline, 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 Assistant Principal of Student Affairs may convene the Discipline Review Board for serious or chronic misconduct, or parents 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.

Only parents 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.

### **Expulsion**

#### **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 or possession of tobacco.
- 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**

Except in cases involving grave offenses, the school must take the following steps to expel a student: The Assistant Principal of Student Affairs, teacher, parents/guardians, and student must attend a conference. The Assistant Principal of Student Affairs will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior. In parish schools, the Pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.

If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the Principal, teacher, parents/guardians, and Pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the Pastor in consultation with the principal.

In no case will a teacher on his or her own authority expel a student.

The school will give full credit for all work the student accomplished up to the moment of expulsion. In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the Principal.

### **Written Records**

The school must keep on file a written record of the steps leading to an expulsion, with copies of all communications and reports. This record should be maintained for one year following the expulsion.

### **Cases Involving Grave Offenses**

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the Principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

### **Time of Expulsion**

A school may immediately expel a student if the reasons are urgent.

Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years.

For elementary schools, if an expulsion happens during the last quarter of the school year or during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect. It is recommended that high schools consult with the Department of Catholic Schools before expelling a graduating student.

### **Reporting of Expulsions**

Even if they occur at the end of the school year, all expulsions are to be reported by phone to the Assistant Superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.

The school shall immediately notify the county office of education of expulsions. A copy of the Cumulative Pupil Record should be held until requested.

### **Right to Make Exceptions**

The Principal, in consultation with the Pastor (for a parish school), retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Home Study**

Certain circumstances may dictate that a student, at the discretion of the Principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the Principal, any student who is accused of a felony may be placed on home study until the case is resolved.

### **Academic Dishonesty Policy**

#### **Academic Integrity**

St. Anthony High School students are expected to demonstrate high standards of academic integrity and to adhere to the school Honor Code at all times. Cheating, plagiarism, 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.



## **Honor Code**

St. Anthony High 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.

St. Anthony High School embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community.

The core values underlying and reflected in the Honor Code 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 Honor Code summarizes the philosophy, mission statement, and ISOs results. The student body and faculty at St. Anthony High School will not tolerate any violation of the Honor Code.

## **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.
- 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.

To assist teachers in determining the authenticity of student work the school has authorized the Faculty to use *turnitin.com*. Please refer to each teacher's course policy statement for clarification of this review service.

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

### **Consequences for Copying, Cheating and Plagiarism**

When a student is involved in a cheating incident, the following actions will be taken:

- **First Offense**
  - Teacher will call or email parents.
  - Teacher will notify the Deans.
  - Student will be issued detention.
  - Grade of “0” will be given for the exam or assignment.
  - Student may be placed on a Behavior Contract, depending on situation.
- **Second Offense**
  - Grade “0” will be given for the assignment.
  - Student will be given a one day in-school suspension.
  - A student/parent conference will take place.
  - Student may be put on a Behavior Contract, depending on situation.
- **Third Offense:**
  - A 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.*

### **Harassment, Bullying, and Hazing Policy**

St. Anthony High School 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, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated 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. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or dismissal.

#### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical Harassment:** Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **Bullying**

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages.
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites.
- Using someone else's username to spread rumors or lies about another person.

## **Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

## **Harassment Complaint Filing and Investigation Processes**

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal, or to a regional supervisor if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the Principal, in consultation with the regional supervisor, and, in the case of a parish school, with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

## **Responsibilities of the school and students**

It is the responsibility of St. Anthony High School to:

- Implement this policy through regular meetings with all administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the Principal.
- Discontinue any actions perceived as discriminatory, intimidating, or harassing.

If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **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.

This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers

### **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 or guardians must meet with the Assistant Principal of Student Affairs and 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.

### **School Searches**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a *reasonable suspicion* that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the Assistant Principal and or Dean should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **I. LAW ENFORCEMENT**

### **68. INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS**

#### **Interview of a Student 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.

#### **Removal from School of Students by Police Officers**

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

### **69. INTERVIEW OF A STUDENT DURING SCHOOL HOURS BY A POLICE OFFICER**

#### **Interview of a Student during School Hours by a Police Officer**

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.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the Archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise

## **70. INFORMING THE PARENT OR GUARDIAN WHEN A STUDENT HAS BEEN REMOVED FROM SCHOOL BY A POLICE OFFICER**

### **Informing the Parent or 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. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative.
- The officer's badge or ID number.
- The phone number of the police station.
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student.

## **J. ELECTRONIC USAGE POLICIES**

### **71. ELECTRONIC DEVICES**

#### **Internet Acceptable Use 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 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.

The following are not permitted:

- 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.

**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 or deliver, 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 denies any responsibility for the accuracy or quality of information obtained through this service

**iPad Program****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 iPad 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 iPads distributed for educational purposes are the property of St. Anthony High School. The school owns all hardware and accessories provided through the iPad 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 iPad 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 iPad.
- Students who play games, watch non-school related videos, 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 iPad with them at ALL TIMES. St. Anthony High School is not responsible for any iPad left unattended, stolen or misplaced. The St. Anthony High School Technology Department will do its best to locate the iPad, however it is not guaranteed the iPad will be found. If an iPad 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 iPad (\$425.00). The police report must be on file at St. Anthony High School before a replacement iPad 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.
- iPads 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 iPad.
- 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 iPad 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 iPad resulting in damage to their iPad, the student, parent/guardian assumes all costs to repair or replace the damaged iPad.

### ***Settings***

- All iPad 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 iPad set up by the high school. Students may not hack into and alter the iPad settings. This stipulation includes but is not limited to all forms of jail breaking.

### ***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 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 iPads. 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 iPad.
- Users may not share passwords.
- Students are required to lock their iPads using a passcode. This passcode is generated by the student.
- Students are required to have a protective iPad cover on their iPad at all times and to transport the iPad 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 an iPad 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, iPads 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 iPad.
- Students and parents/guardians will follow recommended practices outlined in The Standards for Proper iPad Care.

### ***Safety and Privacy***

- Additional restrictions include: access to information related but not limited to gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, fan fiction and chat rooms.
- Computer, iPad, email, Internet and Intranet users shall respect the privacy of other users on and off campus.
- Any recording device, including but not limited to iPads, 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, swearwords, 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 iPads.

### **Consequences of Inappropriate Behavior**

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 Technology Coordinator. 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 known as AirWatch. This software allows the SAHS Technology Department to track and monitor all iPad downloads, configures policies and settings, distributes apps and secures access to school networks and resources. AirWatch ensures devices are compliant with school policies and monitors violations in real time. To learn more about AirWatch, please see <http://youtu.be/EIU0wcGw8Zw>.

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

- 1st and 2nd offense = warning.
- 3rd offense = detention.
- 4th offense = meeting with the Deans and Director of Technology, suspension.
- 5th offense = suspension.
- 6<sup>th</sup> offense = indefinite suspension with possible dismissal.

Students should be aware that no matter where they are, on campus or off, download of an app to their iPad 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 iPad. Instructions to turn this feature off are located on the school's website. If you wish to have a particular app approved, you 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

### **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 iPad and the iPad has screen or cosmetic damage, the parent/guardian is responsible for an iPad repair cost of \$250.00.

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

operating the iPad accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the iPad accepts personal responsibility for actions while operating the unit and while on the Internet.

Damaged iPads 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 iPads and establish cost to repair. Repair cost ranges from \$120.00 to \$400.00 per incident. Families will be invoiced immediately once St. Anthony High School receives notice of repair diagnostics. Should the iPad be labeled as 'beyond repair' it is the parent/ guardians responsibility to pay for a replacement iPad that is the same generation iPad that the student is currently using. For example, if a student has an iPad 2 they must pay the cost for an iPad 2, students are NOT allowed to upgrade their device.

## **72. DIGITAL CITIZENSHIP**

Archdiocesan digital citizenship guidelines can be found here: <http://handbook.la-archdiocese.org/chapter-10/section-10-6#AUP%20Apply%20to%20My%20Children%e2%80%99s%20Personal%20Devices>

## **73. BRING YOUR OWN DEVICE POLICY**

### **Bring Your Own Device Policy**

All parish elementary schools and parish and archdiocesan high schools are committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The archdiocesan Bring Your Own Device (BYOD) Policy is designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

Students may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection.

### **Responsibility for Devices and Their Use**

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"), whether the device is provided by the student or the school.

- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the archdiocesan Administrative Handbook (see School Searches).
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal or school device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures.
- Each school may develop its own additional BYOD guidelines to accommodate its individual situation, but all guidelines must be consistent with the policies in Communications Policies and Students and Families. Parents/guardians must sign the Bring Your Own Device Policy Acknowledgement Form indicating their agreement with the school's BYOD Policy.

### **Cell Phones and Personal Electronic Devices**

The use of cell phones, personal electronic devices, 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 on “vibrate” or “silent” are never considered “off.” Students can make calls before and after school only when they are off the main campus. The church, the gym, and the cafeteria are extensions of the main campus during school hours. Use of cell phone, electronic devices, and earbuds/headphones for educational purposes in the classroom is allowed with permission of the teacher. School issued iPads must be used for educational purposes and under the guidelines of the iPad Acceptable Use Policy.

The use of cell phones, personal electronic devices, 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 Discipline. 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 Discipline. 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.

## **74. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]**

### **Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”)**

All information created and used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an Archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect its proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable.

These policies, standards, and procedures apply to all users of technology, whether adults, children, or youth and whether they are paid or volunteer staff, clergy, or members of religious orders in the Archdiocese or in any Location.

These policies, standards, and procedures include but are not limited to maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential, and privileged data, as well as personally identifiable information.

## **Definitions**

Electronic communication **systems** include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

Electronic communication **devices** include but are not limited to regular and mobile telephones, two-way radios, facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players, and other communications equipment that may be created in the future.

Electronic communication **materials** include but are not limited to DVDs, CDs, laser discs, audiotape and videotape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, emails, text messages, instant messages, and all other electronic content that is downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored.

**Person in charge** refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor, parish life director, pastoral associate, or parish business manager; or the superintendents of elementary schools or high schools, a supervisor in the Department of Catholic Schools, a principal, or a president or head of school, as applicable.

**Location** refers to an archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

## **Electronic Communication Systems, Devices, and Materials and the Users Covered**

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials in the schools, parishes, seminary , cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- All electronic communication devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use.
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, employees, staff, or contractors associated with the Archdiocese and/or the Location.

### **Ownership and Control of Communications**

All electronic communication systems, devices, and materials located on archdiocesan premises, and all work performed on them, are the property of the Location and/or the Archdiocese. These systems, devices, and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### **Internet Safety Policy**

Any device accessed or used by minors on the Premises must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the archdiocesan Department of Applied Technology or the person with equivalent authority at the Location.

No unauthorized personal identification information regarding minors may be disclosed, used, or disseminated without proper authorization by a responsible person at the Location.

Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the Location must be monitored.

No person may engage in unlawful activities online, including hacking archdiocesan or Location systems

or any system while using Archdiocese or Location devices or while on the Premises of any Location.

### **Prohibited Practices**

Users of Archdiocese and or Location electronic communication systems, devices, or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may NOT:

- Violate any rules of conduct, codes of ethics, or safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese.
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are led to believe that the website or social medium is an official site or medium controlled by the Location itself.
- Post or cause distribution of any personally identifying information about the user or others without permission of or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities (personal identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs).
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory, or bullying; these include but are not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors
- Engage in cyberbullying or other abusive online behavior.
- Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, videos, or film.
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages).
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law.
- Upload, download, view, or otherwise receive or transmit copyrighted, trademarked, patented, indecent, or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy).
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain).
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords).



- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult.
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any system.
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls, or content filters.
- Allow any minor to access the Internet on Archdiocese or Location communication devices without active, monitored filtering of prohibited materials.
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring.
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies.
- Access or manipulate services, networks, or hardware without express authority.
- Violate any other applicable federal, state, or local laws or regulations.

### **Consequences of Violations of the Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to local or other law enforcement, and other appropriate disciplinary action.

### **Guidelines for Email Correspondence, Cloud-Based Services, and Other Electronic Communications**

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

Email, texts, and other electronic communications are not necessarily secure.

As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable. See Document Retention.

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with

personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.

User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.

Passwords to user accounts, be they Archdiocesan or other service provider, should be changed regularly. Avoid using the same password for user accounts with different providers.

All information systems that create, store, transmit, or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

Information systems hardware should be secured against unauthorized physical access.

The use of any email services, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location for official communications is prohibited. All electronic work product and official correspondence must use services either owned by the Archdiocese or Location or explicitly contracted by the same to provide services. Do not use your personal email accounts to conduct business in the name of the Archdiocese.

All hosted services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet must be approved and under contract by the Archdiocese or Location.

Domain name registrations must be in the name of the Archdiocese or the Location. The registrant and administrative contacts for all domain names must use an official business street address and the phone number and email address of a person authorized to manage domain name registrations. The archdiocesan administrative offices offer Locations delegated domain management services for free.

**K. ACCEPTANCE OF HANDBOOK FORM**



**ST. ANTHONY HIGH SCHOOL**

**STUDENT/PARENT HANDBOOK, ATHLETIC HANDBOOK SIGNED AGREEMENT**

**Please read 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](http://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 outlines 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** \_\_\_\_\_

**iPAD PROGRAM ACCEPTABLE USE POLICY SIGNED AGREEMENT**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

We, the undersigned, have read and understand the iPad 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 outlines 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** \_\_\_\_\_

*Please sign and return to your Period 1 teacher by Friday, September 8, 2017. Failure to do so may result in suspension of student.*