

# St. Anthony High School

## Welcome

### PARENT-STUDENT HANDBOOK

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

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)—Marcelo Eureste, Principal

## Chapter-1

### INTRODUCTION TO THE HANDBOOK

Sections of this Parent Student Handbook are particular to St. Anthony High School (also referred to as *location*). Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>.

## Chapter-2

### GENERAL INFORMATION

#### Section-2-01

#### Mission Statement and Philosophy

#### 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

## **Integral Student Outcomes (ISO) / Learning Expectations**

### **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

## Section-2-03

### History of the School

#### 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?

##### *The Beginnings*

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. By September 1920, the nucleus of the founding high school students started at St. Anthony, with Sister Gabriel, IHM, as founding principal. The building was located behind the church, facing Sixth Street (approximately where Errion Gym is now).

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 Elementary and High Schools, 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.

### *Earthquake, Recovery, and Growth*

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.

### *Separate Boys and Girls High Schools*

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 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*.

### *Decade of Growth*

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.

### *Highs and Lows*

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.

### *Return to a Coeducational High School*

St. Anthony High School celebrated fifty years of age in 1970. In 1971 the Boys' and Girls' High Schools joined and officially became one co-educational institution once 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.

### *Continuing the Tradition of Excellence*

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.

### *Decade of Change*

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 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 faced consolidation, closure, or a reduction in services. St. Anthony – again – would meet these challenges with clarity and creativity.

## *New Century, New Challenges*

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 Mike Schabert as principal, 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.

## *Renaissance*

The 2010s have been a landmark decade in athletics for St. Anthony High School with many league and CIF championships. In 2010, the Varsity Girls Basketball Team won the CIF Championship, the Southern California Regional Championship and played in the State CIF Championship game. The Varsity Girls Basketball Team repeated as CIF Champions in 2011 and 2016. In 2009, 2010 and 2011, St. Anthony placed first in Boys Diving as well. 2016-2017 was a banner year in sports, with the Varsity Girls Volleyball Team, Varsity Football Team, and Varsity Girls Softball Team all winning CIF Championships; Varsity Football also won the Southern California Regional Championship and played in the State CIF Championship game.

The decade has also seen the expansion of the curriculum to include more Advanced Placement courses and STEAM (Science, Technology, Engineering, Art and Mathematics) and the addition of courses in media, robotics and pre-engineering. In 2012, the school reacquired the "Science Building" which had been leased to a charter

and pre-engineering. In 2012, the school reoccupied the science building, which had been leased to a charter school for many years, and the building was renovated to include new labs, a Mac computer lab and a green room. A PC computer lab was installed in the L-Building.

The prestigious President's Ambassadors Program was launched in 2002 and 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 has further enhanced leadership opportunities for St. Anthony students through Camp Enterprise and RYLA leadership camp.

St. Anthony High School has experienced a renaissance, witnessed through its many significant signs of growth and vitality. The freshmen class for the 2017-2018 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 2019 graduates went on to college or military service. A pervasive "Go Saints, Go" spirit is evident all around us.

In July 2019, St. Anthony welcomed new principal Marcelo Eureste to lead the school into its second century of providing quality, college-preparatory Catholic education to the youth of the greater Long Beach area. In July 2021, St. Anthony welcomed new president Michael Brennan, to continue the works of the school's first president Gina Maguire.

Celebrating more than 100 years 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 closing words of our Alma Mater never rang so true: "Through the years, we shall renew the glory of thy name!"

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

**School Colors:** Purple and White

**School Motto:** *Spes Nostra*—Our Hope

**School Nickname:** Saints

**School Mascot:** Saint

### **Alma Mater:**

Hail, hail fair Alma Mater,

Hail to the purple and white.

Hail to St. Anthony's,

Our hearts keep thy memories bright.

Ever faithful, ever true,

May our lives enrich thy fame.

Through the years we shall renew,

The glory of thy name.

## **Section-2-04**

### **Accreditation**

#### **Accreditations**

#### **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)

## **Section-2-06**

### **School Personnel Lists**

#### **Administration, Faculty, and Staff Directory**

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

## **Section-2-07**

### **School Schedule and Calendar**

#### **School Schedule and Calendar**

## **School Schedule**

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

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

## **School Calendar**

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

## **Section-2-08**

### **School Map**



[St. Anthony HS Diagram](#)

## **Section-2-09**

### **School website and social media**

#### **School Website & Social Media**

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

[Website](#)

[Facebook](#)

[Instagram](#)

[Twitter](#)

[YouTube](#)

## **Section-2-14**

## Dress/Uniform Code

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### 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 School Code is 620. The website is <https://normansuniforms.com/>.

The St. Anthony High School Dress Code is to be adhered to at all times. It is the responsibility of the parents and the students to ensure that each student arrives and leaves school and SAHS events in compliance with the St. Anthony High School Dress Code. Daily admission may be denied to students with dress code violations, that cannot immediately be brought into compliance. 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 in effect.

### General Guidelines

- All clothing must be properly fitted at all times. Pants, shorts and skirts must be fitted to the waistline.
- Pants and shorts must be neat, properly hemmed, without split side seams and free of any holes or tears.
- "Altered" garments are not acceptable.
- No undergarments should be visible at any time.

### Regular School Uniform

#### Pants

- Khaki pants 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 (Optional for Regular Uniform; required for Mass Attire)

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

## Skirts

- Norman's plaid uniform skirt (no more than 2 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.
- 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*.

## Face Masks

- *Students must wear face masks at all time, and carry a second "spare" face mask with them, until notified otherwise.* Face masks may be SAHS approved or personal. Personal face masks must be tasteful and appropriate. Face mask may not contain one-way valves.

## **Headwear**

- SAHS-approved beanies and caps.

## **Grooming, Hair, Jewelry**

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

### **Boys**

- 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**

- 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.

## **Additional Guidelines**

- No customized, individual apparel will be allowed.
- Non-SAHS-approved hats and headwear 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 (no hooded t-shirts)

- T-shirts (in good taste).
- Sweaters.
- Dresses (no shorter than 2 inches above the knees).
- Jeans (no low rise or baggy; no tears, rips or holes).
- Shorts (no shorter than 4 inches above the knees; no longer than 2 inches below the knees).
- Pants.
- Slacks.
- Skirts/Skorts (no shorter than 2 inches above the knees).
- SAHS-issued athletic warm-ups.
- Closed-toed shoes.
- SAHS-approved beanies and caps.

### **Not Approved Apparel:**

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

- Any item that exposes the midriff or cleavage.
- Halter tops or tube tops.
- Tank tops.
- Sweat pants, pajamas, leggings, jogging pants, or yoga pants.
- Mini-skirts/mini-skorts.
- Short shorts or cut-off shorts
- Boots, sandals, flip-flops, spa shoes/slides, Crocs/clogs, 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.
- Non-SAHS-approved hats and headwear of any kind.
- Sunglasses indoors or on main campus.
- Anything that does not represent the identity of SAHS, including items advertising alcohol, drugs, or violence.

### **Special "Jean" Days**

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

- Students may wear 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 2 inches above the knee). Shorts must be worn underneath.
- Khaki pants.
- White short/long sleeve uniform Oxford shirt, tucked in.
- SAHS-issued necktie from Norman's, cinched up.
- Black or white solid socks.
- Black dress shoes (no tennis shoes, no heels over 2 inches).
- Optional purple V-neck sweater or purple Cardigan.

### **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.

## **Section-2-15**

### **Relationship of School to Parish**

#### **Relationship of School to Parish**

St. Anthony High School was founded as a St. Anthony Parish School in 1920. In 2005, the Archdiocese of Los Angeles Department of Catholic Schools assumed the governance of the high school. 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.

## **Topic-2-16-4**

### **School Boards**

#### **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)

## **Topic-2-16-5**

### **Parent or Parent-Teacher Organizations**

#### **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:

[https://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286638&type=d&pREC\\_ID=1484396](https://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286638&type=d&pREC_ID=1484396)

## **Section-3-8**

### **section-2-18-Miscellaneous Directives**

#### **Miscellaneous Directives**

#### **Student Deliveries Policy**

The school only accepts deliveries for students that are beneficial to the education process. Delivery of other items is highly discouraged. Items such as restaurant purchased lunches, flowers, gifts, etc., will be held in the Main Office until an appropriate time. The school is not responsible for such items.

#### **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.

### **Topic-3-1-1**

#### **Introduction**

#### **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.

### **Section-3-2**

#### **Sacraments (First Reconciliation, First Communion, Confirmation)**

#### **Sacraments (First Reconciliation, First Communion, Confirmation)**

**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. Lunchtime Mass in the Chapel is celebrated throughout the School Year and is open to all students.

**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.

### **Section-3-4**

#### **Campus Ministry**

#### **Campus Ministry**

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

Ministry Program.

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

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

### **Section-3-5**

#### **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 or through the student's Religion class.

Upon graduation, 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 the student from the graduating class who most exemplifies the spirit of service to the school and community. The student will be recognized at a liturgy at the Cathedral of Our Lady of the Angels in Los Angeles, where he or she 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:

[https://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=1192198&type=d&pREC\\_ID=1435216](https://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=1192198&type=d&pREC_ID=1435216)

## **Section-3-6**

### **Retreats**

### **Retreats**

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

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

Additionally, the Seniors will be offered to attend a 3 day/2 night overnight retreat for interested students. The Juniors will be offered a 2 day/1 night overnight retreat.

Arrangements are made in Religion Classes and parent permission slips and behavior contracts are needed for off campus/overnight retreats. An additional retreat fee may be required to attend class retreats.

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.

## **Topic-4-03-4**

### **Inoculation requirements of the CA Department of Health**

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

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

## **Topic-4-04-1**

### **Absence**

### **Absence**

***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

- 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 as 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.

## **Topic-4-04-2**

### **Absences with Acceptable Excuse**

### **Classification of Absences**

#### **Excused Absence**

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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.

### **Topic-4-04-3**

### **Extended 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.

## Topic-4-04-4

### Leaving School Early

### 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.

## **Topic-4-04-5**

### **Tardiness**

### **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. A written note with parent/guardian signature or phone call to the Attendance Clerk from a parent excuses a tardy to school; text messages and emails will not be accepted to excuse a tardy. If a student is tardy to school, any food or drink in the student's possession will be taken away.

Work missed due to tardiness may be made up at the discretion of the teacher.

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

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

**Tardy to Class:** A student late to class for any reason must report to the Attendance Office for a tardy slip. 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. The accrual of 3 or more tardies to class results in a detention.

### **Saturday Detention**

Saturday Detentions are issued for failure to serve a rescheduled Dean's Detention, for recurrent downloading of unapproved apps, and for the accrual of 5 tardies to school in a semester. Saturday Detentions are held on campus, in the Gym, or at Clark Field, from 8:00 AM to 11:00 AM (unless otherwise indicated). Students must be prepared to perform service (including, but not limited to, clean-up and maintenance work) for the school. Failure to serve a Saturday Detention will result in a one-day Out-of-School Suspension the following week.

### **Tardy Probation**

Any student who accumulates 10 tardies in a semester in a year will be placed on Tardy Probation with a Behavior Contract. The length of probation shall not exceed one semester. Tardy Probation status requires the student to develop a plan of action to prevent future tardiness and 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. Tardy Probation is designed to modify the attendance habits of individual students.

#### **Topic-4-04-6**

#### **Truancy**

#### **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.

#### **Topic-4-05-1**

#### **Parent Teacher Conferences**

#### **Parent/Teacher Conferences**

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

#### **Topic-4-05-2**

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

#### **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.

Since student use of cell phones on the main campus and in the school building is prohibited during school hours, parents are asked to refrain from contacting their students via personal cell phones or other electronic devices.

## Topic-4-05-3

### Parent to School Communication

#### Communications 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:
  - o The Assistant Principal of Curriculum and Instruction for matters relating to curriculum or grading;
  - o The Assistant Principal of Student Affairs matters relating to discipline, attendance, or extra-curricular activities;
  - o The Assistant Principal of Mission and Catholic Identity for matters relating to Campus Ministry, Retreats or Christian Service; or
  - o 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 Service 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.

**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.

**Section-4-07**

**Safety and Security Procedures**

**Safety & Safety 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*

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.

### **Section-4-08**

#### **Arrival/Dismissal Procedures**

#### **Arrival/Dismissal Procedures**

The school campus is open between the hours of 7:00 AM and 4:00 PM. When the campus is closed, students may

not be on campus unless involved in a supervised activity.

Parents 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.

## **Section-4-09**

### **Automobiles/Parking Lot**

#### **Automobiles & Parking Lot**

##### **Student Parking**

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

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

Vehicles parked on campus are subject to search.

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

To obtain a Parking Permit, students must present a valid driver's license, registration, and proof of insurance to the Assistant Principal of Student Affairs. The fee for a Parking Permits is \$50 per semester, billable via FACTS. Fees are not refundable.

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

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

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

##### **Commuter Bus**

St. Anthony High School has contracted with a licensed, outside bus contractor to provide a daily student

St. Anthony High School has contracted with a licensed, outside bus contractor to provide a daily student commuter bus for a fee. Buses transport students before and after school between St. Anthony High School, 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: \$95 per month
- Round Trip Bus Pass, AM and PM: \$190 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. Disciplinary consequences will occur and students may lose bus privileges in event of rules violation.

Basic Rules to be Followed:

- The bus driver is in charge at all times – passengers must obey.
- Loud talking and boisterous behaviors are prohibited.
- Hands, arms, and heads are to be kept inside the windows at all times.
- There is to be no yelling at persons outside the bus or throwing of anything inside or outside the bus.
- Bus passengers will not carry anything that will cause harm to another student.
- Food and drinks on the bus are prohibited at all times.
- Damage to the bus will be reported immediately and students who do damage will be required to pay for any repairs or replacements.
- Students should always be on time! If the bus is on schedule and the students are not at the specified bus stop, the bus does not have to wait for any late student.
- Drivers are not permitted to make any schedule adjustments or stop changes.
- All students shall share their seats and 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.

### **Topic-4-11-04**

#### **School Procedures for Immunization and Screenings**

#### **School Procedures for Immunization and Screenings**

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

#### **Topic-4-11-09**

### **Allergies**

#### **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.

#### **Topic-4-11-12**

### **Accident Procedures**

#### **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.

#### **Section-4-12**

### **Privacy and Access to Records**

#### **Privacy and Access To Records**

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

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.

## **Section-4-14**

### **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.

The 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 Agency, 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 (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

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

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

## **Chapter-5**

### **ACADEMICS**

#### **Curriculum**

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to

ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum at St. Anthony High School is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

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**

Current course offerings may be found on the school website at:

[https://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=54336&type=d&pREC\\_ID=1435220](https://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=54336&type=d&pREC_ID=1435220)

### **Notes**

- Students must demonstrate minimum proficiency to progress to the next sequential math or world language.
  - o 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.
  - o 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.

### **Topic-5-01-1**

#### **Religion Curriculum**

#### **Religion Curriculum**

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

- 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.

For additional information, refer to the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>.

## **Topic-5-01-2**

### **Honors/Advanced Placement/International Baccalaureate**

#### **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 Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP English Language and Composition
- AP English Literature and Composition
- AP Environmental Science
- AP Government
- AP Human Geography
- AP Macro Economics
- AP Physics
- AP Psychology
- AP Spanish Language
- AP Spanish Literature
- AP Statistics
- AP US History
- AP World History

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.

## **Topic-5-01-3**

### **Homework**

## 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.

## Topic-5-01-4

### Graduation Requirements

### 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 the minimum number of required credits:

### ***Beginning with the Class of 2022—at least 270 Credits***

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

### Additional Considerations

- Students planning to attend University of California or California State University must have completed

- 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.

## **Topic-5-02-1**

### **Assessments**

#### **Assessment/Grading Policy**

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

#### **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.

## Topic-5-02-2

### Grading Scale

### 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.

## Topic-5-02-4

### High School Grade Reporting

## **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 academic progress can be monitored by parents/students utilizing the PowerSchool student information 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.

### **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 Assistant Principal of Curriculum and Instruction.
- Fourth, 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 Assistant Principal of Curriculum and Instruction within two weeks of receiving their Report Cards.

## **Topic-5-02-5**

### **Make-Up Work/Absences**

#### **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.

## **Topic-5-02-6**

### **Course Deficiency/Failure**

### **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.

## **Topic-5-02-7**

### **Conduct/Citizenship Grades**

### **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.

## **Section-5-03**

### **Standardized Testing**

## Standardized Tests

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

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

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

### ***HSPT***

The Scholastic Testing Service High School Placement Test is 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.

## **Topic-5-03-1**

### **College Entrance Exam Requirements**

#### **College Entrance Requirements**

## 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

## Section-5-04

### Recess and Lunch/Nutrition

### Recess and 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 be delivered "over the fence" to the students. The perimeter of the school grounds is closed to students during the school day.

## Section-5-05

### Supplies and Textbooks

### 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: [St. Anthony Bookstore](#).

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.

## Section-5-06

### Honors and Awards

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

## **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.

## **Section-5-08**

### **Academic Probation, Retention/Transfer**

### **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.

## **Topic-5-09-2**

### **Additional Counseling Information**

### **Additional Counseling Information**

#### **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>. Form`s 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.

## **Personal Counseling**

St. Anthony High School engages the services of Counseling Partners of Los Angeles which offers a full program of services to Catholic school students. Their therapists are on campus five days a week to provide social and emotional counseling. They are available by request from students or parents or by referral from a teacher, coach, or administrator. While there is a counselor-student code of confidentiality involved, when issues of that require the intervention of parents, the Department of Child and Family Services, and/or law enforcement, the counselor will take appropriate action. The mental and spiritual health and safety of the student is the primary focus.

## **Section-5-11**

### **Summer School**

### **Summer School**

St. Anthony High School offers a summer school program for remediation and enrichment. If a St. Anthony High School student has failed a course and the course is offered at St. Anthony High School Summer School, *the course must be taken at St. Anthony High School*. Summer School courses taken at a school other than St. Anthony High School must have prior written approval from the Principal. 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

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.

## **Chapter-6**

### **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.

#### **Section-6-01**

##### **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.

#### **Section-6-02**

##### **School Field Trips and Excursions**

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

The policies listed below apply to all excursions, including, traditional class field trips, travel for specific group events (e.g., choir, adult retreats and outings, science fairs, and academic decathlon), graduation and other celebratory trips, athletic games and practices, and certain ministerial and co-curricular activities held at locations.

Locations may, at their option, plan trips and activities for one or more days, including overnight field trips, retreats, and other excursions. All excursions, whether day or overnight, must comply with the following

requirements:

- The excursion must be approved in advance by the person in charge or, if cosponsored or sponsored by an outside entity, by the regional bishop's office or the Department of Catholic Schools, as applicable.
- Traditional field trips for elementary school and high school classes must have specific educational goals for students.
- For excursions outside a 100-mile radius of the location, in which the participants are students or youth, the person in charge should consider the budgetary constraints of parents/guardians, the excursion's financial impact on other fund-raising activities, and class work that students will miss.
- The person in charge should have a detailed itinerary of any field trip or excursion that involves travel and hotel accommodations, including contact information for all transportation and lodging vendors, coordinators, and sponsors. Verify the licensing and Better Business Bureau ratings of travel agencies, especially those that operate only online.
- On field trips, excursions, or activities with participants who are minors, the supervising adult must have in his or her possession a signed and dated Student and Youth Activity Permission Form for each minor.
- On field trips, excursions, or activities with participants who are minors who take medication, the supervising adult must have in his or her possession a signed and dated Medication Authorization and Permission Form for each minor who takes medication. During the excursion, the supervising adult also must have any necessary medications in his or her possession.
- All participants—adults and minors—must have appropriate identification and, as necessary, travel documents.
- All chaperones and any vendors who both provide the trip and have contact with minors must follow archdiocesan safe environment policies, including fingerprinting requirements and background checks. No chaperone should ever be alone with a minor who is not his or her own child.
- The supervising adult or adult group leader must have immediate access to a first aid kit. First aid kits must be in all vehicles that transport participants to and from activities.
- In any area where there may be poisonous snakes, the group must have a snake bite kit .
- Vehicles used to transport participants must adhere to the rules on transportation for parishes and schools set forth in Transportation for Parishes and Schools.
- The supervising adult on field trips, excursions, or activities involving minors must have immediate access to student emergency information .
- At least one adult chaperone for field trips, excursions, or activities involving minors shall be in possession of a cell phone.
- Chaperones driving minors should be at least 25 years old. Non-driving chaperones should be at least 21 years old.
- Both male and female chaperones must supervise coed events.
- There should be at least two chaperones on every trip and two chaperones of each sex on every coed trip, so that no chaperone is alone with a minor. The number of chaperones who must be present to supervise minors should be decided on a case-by-case basis, giving consideration to the age of the participants and the nature of the activity.
- Clergy/staff members/faculty/volunteers who supervise minors or young adults, or who are group leaders of parish- or school-sponsored activities, may not be under the influence of alcohol or any substance that can cause impairment and may not offer alcohol or any controlled substance (except medication that is prescribed for a minor or young adult) to anyone under age 21.
- Adult participants should fill out and sign the Adult Consent and Release Form.

### **Academic Field Trips**

The policy of the Department of Catholic Schools provides for the curriculum in a Catholic High School to incorporate field trips during the regular school day. Field trips must be educational in nature and related to the curriculum and content of the course for which the trip is being planned. For proper supervision, the teacher must

check with the destination to find out about any supervision requirements (often suggested is one adult for every 10 students). If the destination does not have a supervision requirement, the school's minimum supervision requirement is one adult for every 15 students. The school's rules of conduct must be followed. Students must wear the school uniform unless dispensed of by the Assistant Principal of Student Affairs or Dean of Discipline for extraordinary reasons.

### **Co-Curricular Field Trips**

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.

### **Overnight, Out-of-State, and Foreign Travel**

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

### **Non-School Sponsored Trips**

St. Anthony High School does not endorse or assume liability for any unauthorized field trip or excursion organized by an employee of the school. Only Principal or Principal designee can authorize a field trip.

## **Section-6-04**

### **Student Government**

#### **Associate Student Body (ASB)**

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

### **Classes**

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

## **Topic-6-04-1**

### **Election rules**

#### **Eligibility for Office**

The ASB President and ASB Vice President must be seniors and have at least one year's experience in student government.

To be eligible to hold office, students must maintain the following:

- Minimum 2.5 Grade Point Average (GPA) with no Ds, Fs, or Incompletes.
- Satisfactory Conduct.
- Satisfactory Attendance.
- Enrollment in ASB/Leadership Class.
- Registration for the Academic Year of Office.
- 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 and vice president are elected; ASB Secretary, ASB Treasurer, ASB and Class Commissioners, class secretaries, and class treasurers are appointed offices. Candidates must obtain an official Candidate Application from the Director of Activities and complete and submit it by the established deadline.

## **Topic-6-04-2**

### **Authority**

### **ASB Executive Board**

There is an Executive Board elected annually consisting of a president, vice-president, secretary, treasurer, historian and commissioners. ASB Executive Board coordinates school-wide ASB activities, dances, and fundraisers

### **Student Council**

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

### **Class Council**

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

### **ASB and Class Officers**

A list of current ASB and Class Officers may be found on the school website 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)

## **Section-6-05**

### **Clubs/Organizations/Honor Societies**

### **Clubs/Organizations/Honor Societies**

St. Anthony High School offers a variety of interest-based, honor, and service clubs and organizations. Any student may participate in a club provided he or she meets the organization's requirements for membership. For active

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.

### **Clubs, Organizations and Honor Societies**

A list of current 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)

### **Section-6-06**

#### **Dances**

#### **Dances**

The Student Council coordinates school dances. School dances are open to non-St. Anthony students who receive the approval of the Assistant Principal of Student Affairs through guest passes. All student must also sign a Dress Code Agreement.

#### **Guest Pass**

- 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

- 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 to Dances**

- All students must present their respective school identification cards for admission. If an approved guest is not currently a student, he/she must present an I.D. card with a photograph. Students who have been dismissed from the school for disciplinary reasons may not attend any St. Anthony dances.
- Students will not be admitted to a dance if they have been absent from school on the day of the dance.
- All St. Anthony High School students who will be attending any dance and the Junior/Senior Prom must have tuition and fees paid in full before being allowed to attend. Any student who pre-pays for the Winter Formal, or Prom 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.

## **Topic-6-06-1**

### **Formal Dances (Homecoming, Winter Formal, Prom)**

#### **Formal and Semi-Formal Dances**

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

## **Topic-6-06-2**

### **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.

## **Topic-6-07-2**

### **Additional Student Publications Information**

#### **Schoology**

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

#### **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.

## **Section-6-08**

### **Parent/Guardian Release for Student or Minor (Noncommercial)**

#### **Archdiocesan Parent/Guardian Release for Student or Minor**

Archdiocesan Parent/Guardian Release for Student or Minor The Archdiocesan Parent/Guardian Release for Student or Minor (Noncommercial) form must be completed annually and can be accessed here:

<http://handbook.la->

[archdiocese.org/Handbook%20Resources/parent\\_guardian\\_release\\_for\\_student\\_or\\_minor\\_noncommercial.pdf#search=](http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial.pdf#search=)

## **Section-6-09**

### **Class Rings (High Schools only)**

#### **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.

## **Section-6-10**

### **Student Identification Cards**

#### **Student Identification Cards**

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

## **Section-6-11**

### **Yearbook**

**Yearbook - The Anthony**

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.

## **Section-6-12**

### **Athletics**

#### **Athletics**

For 100 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.

#### **Topic-6-12-01**

##### **School Athletic Handbook [if applicable]**

##### **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)

#### **Topic-6-12-02**

##### **Sports by Season Pep Squads, Cheer**

##### **Sports Teams**

St. Anthony High School fields the following teams.

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

- Football
- Girls' Volleyball
- Girls Golf
- Boys Cross Country
- Girls Cross Country
- Cheer (Sideline)

- Boys Sand Volleyball (Club)

### **Winter Sports:**

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

### **Spring Sports:**

- Boys Volleyball
- Baseball
- Softball
- Boys Golf
- Boys' Track and Field
- Girls Track and Field
- Girls Sand Volleyball (Club)

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

## **Topic-6-12-03**

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

### **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)

## **Topic-6-12-04**

### **Athletic Medical Clearance**

### **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)

## **Topic-6-12-05**

### **Injuries and accidents**

### **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)

## **Topic-6-12-06**

### **Athletic Fees, Equipment and Uniforms**

#### **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)

## **Topic-6-12-07**

### **Discipline Policies and Procedures in Athletics**

#### **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)

## **Topic-6-12-08**

### **Varsity Jackets and Sweaters**

#### **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)

## **Topic-6-12-09**

### **Sportsmanship Code for Spectators**

#### **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.

## **Topic-6-12-10**

### **Coach/Trainer Certification [Play Like a Champion]**

#### **Coach/Trainer Certification**

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

## **Topic-6-12-11**

## CYO/CIF

## 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.

## Chapter-7

### TUITION AND FEES

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

### Section-7-1

#### Tuition and General Fees

#### Tuition and General Fees

#### Tuition:

- **\$10,100 (Catholic)**
- **\$10,400 (non-Catholic)**
- **\$15,400 (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 8, 2021.* Students who receive tuition assistance are not eligible for the Paid in Full Discount.

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

#### Other Fees

- **Application Fee (non-refundable):** \$50, non-refundable fee, is due with application.
- **Registration Fee (non-refundable):** The Freshman/Transfer Student Registration Fee is \$500 and is due by March 15, 2021. The Re-Registration Fee for returning sophomores, juniors and seniors is \$550 and is due by May 15, 2021. Registration fees are not deposits. The Registration Fee includes the following:
  - o Annual Standardized Testing.
  - o ASB Student Activities.
  - o Campus Ministry Program

- o Campus Ministry Program.
- o College Visits.
- o FACTS tuition annual service fee.
- o iPad/MacBook Air annual filtering license/ongoing program costs.
- o Lab Fees (arts and science).
- o Tutoring Program.
- o Yearbook
- **Apple Program Fee:** There is a one-time Apple MacBook Air 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:
  - o Pay-In-Full Discount Option: \$1,100 per student, payable June 8, 2021; or
  - o Payment Plan Option: \$100 per month over 12 months (\$1,200 total), added to monthly tuition payment.
- **Senior Fee:** \$475 (Includes Graduation, Senior Retreat, & Grad Night).
- **Monthly Transportation Fee** (for students who use the commuter bus system only): \$95 one way, \$190 round trip.
- **Sports Participation Fee** (for student athletes only): \$175 per sport (does not include Spirit Pack Fees or Team Fundraising).

## Other Obligations

- Each family is required to complete 25 hours of parent service per year (12.5 hours for single parent/military). Families must log their parent service hours through Track It Forward by April 30. Unfulfilled hours will be billed \$25 per hour.
- 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.
- Each student athlete is also required to sell a minimum of one golf ball for entry into the Chopper Dropper opportunity in support of the annual Golf Classic.

## Section-7-2

### Tuition Collection

### Tuition Collection

Tuition is payable in 12 installments starting in July and ending in June. Tuition payments are made through the FACTS Tuition Management Program. Enrollment in FACTS is mandatory. Failure to register with FACTS Tuition

Management will impact enrollment at Saint Anthony High School. A late fee of \$50.00 will be assessed if any payment is not received within 10 days from your established payment due date. All tuition must be directly debited from a bank account.

A \$400 discount will be awarded if tuition is paid in full by June 8, 2021. Payment must be made using cash, check or money order. Credit cards are not accepted for payment-in-full discount. . Students who receive tuition assistance are not eligible for the Paid in Full Discount.

### **Delinquent Tuition**

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

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

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. However, costs of field trips will be billed through FACTS.

The return of a personal check for insufficient funds (NSF) by a bank will result in the assessment of a *\$30.00 charge plus collection fees* to the student's account. 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 last day to pay by personal check before semester exams is December 10 and May 10.

The school reserves the right to:

- Refuse students admittance to semester examinations if tuition accounts are not current.
- Withhold the issuance of grades and credits if courses are not completed because tuition and fees are not current and/or if there are other delinquent responsibilities (athletic equipment, unpaid obligations).
- Withhold transcripts to colleges and universities if tuition accounts are not current.

- Refuse students admittance to or participation in any 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.

### **Section-7-3**

#### **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 tuition assistance, 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.

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

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

#### ***Eligibility Guidelines***

Students receiving tuition assistance must:

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

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

#### ***St. Anthony High School Tuition Assistance Program***

Parents are required to complete an online Application for Tuition Assistance from St. Anthony High School through FACTS Grant and Aid for each student and upload a copy of their previous year's Federal Income Tax Return Form 1040 along with W-2 forms before the January 8 deadline. These forms are then submitted to Tuition Assistance Committee which determines the amount of assistance the student may receive. Families will be notified of tuition assistance awards by mail.

#### ***Catholic Education Foundation Tuition Assistance Program (TAP)***

Catholic Education Foundation Tuition Assistance Program (TAP) applications are available in September for 8<sup>th</sup> Grade (Incoming Freshmen) applicants and November for both new and renewal high school applicants. Parents

grade (incoming freshmen) applicants and November for both new and renewal high school applicants. Parents are required to complete a TAP application for each student and submit it to the school by the January 8 deadline along with copies of supporting financial documents including previous year's Federal Income Tax Return and other proof of income. The Catholic Education Foundation will notify applicants of TAP awards by mail.

### **Catholic Family Discount Program**

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

### **Section-7-4**

#### **Parent Service and Fundraising Requirements**

#### **Parent Service and Fundraising Requirements**

##### **Parent Service Hours**

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

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

It is the responsibility of parents to complete the parent service hours requirement. Student are not eligible to earn credit for parent service hours for their families. Other adult family members may earn these credits.

Parent Service Hours are logged through PEP using the Track It Forward website:

[https://www.longbeachsaints.org/apps/pages/index.jsp?uREC\\_ID=286573&type=d&pREC\\_ID=1265133](https://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286573&type=d&pREC_ID=1265133) Parents are asked to open a family Track It Forward account to be notified of service opportunities and to log completed service hours. All Parent Service Hours must be entered into Track It Forward by no later than April 30 to earn credit.

#### **Annual Saints Run Participation**

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

#### **Scrip Program**

SAHS will offer a scrip program for school families and friends through Great Lakes Scrip. Families are encouraged

to sign up through the school website using the Supporting SAHS tab. Participants may purchase either electronic or physical gift cards, but all transactions will be done online - we will not accept hard-copy orders or payment directly to the school.

Each purchase accrues a rebate of 1-14%, depending upon the retailer. Families who accrue scrip rebates in excess of \$50 may be eligible to receive tuition credits to be applied to their May tuition payment. The accrual period is from May 1 through April 30 of each calendar year. Rebate accruals are not carried over from one year to the next. For more information, review the FAQ posted on the Scrip page on the SAHS website.

## **Section-7-5**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

#### **Sports Participation Fee:** \$175 per sport

A sports participation fee of \$175 for each sport, in addition to any other fees relevant for each sport, will be billed to your Facts account on the dates listed below. Additional fees and/or fundraising requirements may be required for each sport to cover the cost of spirit pack items, practice gear, travel, equipment, etc. Such fees will be clearly communicated to the parents prior to the start of the season. In the event that a student quits the team, the fee will still be required.

- **Fall Sports:** 9/1/2021
- **Winter Sports:** 12/1/2021
- **Spring Sports:** 3/1/2022

Each student-athlete will be responsible for selling at least (1) entry into the annual Golf Tournament Chopper Dropper event.

## **Other School Fees**

- Monthly Bus Passes for the St. Anthony High School Transportation System cost \$95 one-way and \$190 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 \$90 to \$120.
- Clubs and Organizations fees vary depending on the organization.
- Field Trips fees vary depending on the cost of admission to the field trip site and transportation expenses. Costs of field trips will be billed through FACTS.

## **Topic-8-1-01**

### **Discipline and Procedures**

#### **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. It is also understood that a student represents St. Anthony High School at all times, on-campus and off-campus, whether wearing SAHS attire or not.

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.

## **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 behaviorAssign 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 Impact Canine Solutions to conduct random searches of student backpacks, lockers, and vehicles parked on campus using canines trained in the detection of the following odors:

- Illegal Drugs (marijuana, heroin, cocaine, opium, etc.)
- Over-the-Counter and Prescription Drugs (aspirin, muscle relaxants, etc.)
- Alcoholic Beverages (beer, wine, liquor, etc.)

### ***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 or vandalism he or she may be required to immediately withdraw from St. Anthony High School.

**Topic-8-1-07**

**Academic Dishonesty Policy**

## **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
  - o The ideas and the writing of others are properly cited.
  - o Students submit their own work for tests and assignments without unauthorized assistance.
  - o Students do not provide unauthorized assistance to others.
  - o Students report their research or accomplishments accurately.
  - o Students will hold each other accountable and respect the learning process.
  - o 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**
  - o Teacher will call or email parents and notify the Deans.
  - o Student will be issued detention.
  - o Grade of "0" will be given for the exam or assignment.
  - o Student may be placed on a Behavior Contract, depending on situation.
- **Second Offense**
  - o Grade "0" will be given for the assignment.
  - o Student will be given a one day out-of-school suspension.
  - o A student/parent conference will take place.
  - o Student may be put on a Behavior Contract, depending on situation.
- **Third Offense:**
  - o 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.*

## **Chapter-10**

### **ELECTRONIC USAGE POLICIES**

#### **Electronic Devices**

#### **Use of School Internet Policy**

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

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

Individual users of the school's computers are responsible for their behavior and communications over those computers. It is presumed that users will comply with school standards and will honor the agreements they sign. The signatures on this form are binding and indicate the parties have read the terms and conditions and understand them. Any storage of information on school computers is subject to review by network administrators to maintain system integrity. Users should not expect that files stored on school computers will be private.

#### **Acceptable Internet Use:**

Use of the school's Internet is a privilege, not a right, which may be revoked at any time for abusive conduct.

Based upon the acceptable use guidelines outlined in this document, members of the faculty will judge when use is inappropriate and their decision is final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the Internet.

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/MacBook Air Program**

### ***iPad/MacBook Air Acceptable Use Policy***

To ensure the learning and safety of all our students, St. Anthony High School students and parents must comply with the following 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/MacBook Air at any time, including via electronic remote access, and to alter, add or delete installed apps.
- Parents/guardians are the primary caregivers for their children and are ultimately responsible for their technological communication and usage. St. Anthony High School is not responsible for inappropriate use of the school-issued iPad/MacBook Air.
- Students who play games, watch non-school related videos (e.g., YouTube, ESPN, etc.), text or access any

- social networks during class time will be held accountable with appropriate consequences enforced.
- It is strongly recommended that parents/guardians provide an iTunes gift card to enable their student to purchase apps. St. Anthony High School is not responsible for credit card information registered in student iTunes accounts.
  - It is the sole responsibility of the student to keep their St. Anthony student-issued 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/MacBook Air, however it is not guaranteed the iPad/MacBook Air will be found. If an iPad/MacBook Air has been stolen or misplaced, an official police report must be filed by the family and the family is responsible for payment of the replacement cost for a new iPad or new MacBook Air. 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/MacBook Airs will be used only as permitted by the teacher and/or administration.
  - St. Anthony High School, under the direction of the Administration and the Technology Coordinator, reserves the right to access all incoming and outgoing data accessed by students, faculty, staff and administrators.
  - Violation of the Acceptable Use Policy will earn consequences. These may include but are not limited to: disciplinary action, payment of repair cost, restricted use or confiscation of the iPad/MacBook Air.
  - The Administration of St. Anthony High School reserves the right to change rules, add rules, interpret rules or alter consequences in order to ensure a safe environment for all students and staff.
  - St. Anthony High School is not responsible for the iPad/MacBook Air USB cable and charging block. If either is not functioning properly, students are required to return the defective item to an Apple Store for assessment, repair or replacement. If a new USB cable and/or charging clock needs to be purchased, the student is required to purchase directly from Apple. If a student uses a non-Apple product with their iPad/MacBook Air resulting in damage to their iPad/MacBook Air, the student, parent/guardian assumes all costs to repair or replace the damaged iPad/MacBook Air.

## **Settings**

- All iPad/MacBook Air wallpaper and backgrounds must be school-appropriate.
- Students may not use any means to access restricted sites, such as but not limited to: proxy sites, anonymizer sites and apps.
- Students may not alter the configuration of any iPad/MacBook Air set up by the high school. Students may not hack into and alter the iPad/MacBook Air 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/MacBook Air.
- Users may not share passwords.
- Students are required to lock their iPads/MacBook Air using a passcode. This passcode is generated by the student.
- Students are required to have a protective iPad cover on their iPad/MacBook Air 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/MacBook Air is not in use by the student, during breaks, lunch periods, before and after school while participating in school-related activity or otherwise not in use, iPads/MacBook Air 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/MacBook Air.
- Students and parents/guardians will follow recommended practices outlined in The Standards for Proper iPad/MacBook Air Care.

## ***Safety and Privacy***

- Additional restrictions include: access to information related but not limited to gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, fan fiction and chat rooms.
- Computer, iPad/MacBook Air, 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/MacBook Airs, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off the campus, at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, 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:

- 1<sup>st</sup> and 2<sup>nd</sup> offense = warning
- 3<sup>rd</sup> offense = detention
- 4th offense = meeting with the Deans and Director of Technology, Saturday Detention
- 5th offense = one-day out-of- school suspension.
- 6<sup>th</sup> offense = indefinite out-of-school 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/MacBook Air which is not approved by the school will result in the student's inability to access the school's wireless network. The Director of Technology automatically receives notification of this breach of policy.

The "Automatic Downloads" feature should be turned off on a school issued 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 operating the iPad/MacBook Air accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the iPad/MacBook Air accepts personal responsibility for actions while operating the unit and while on the Internet.

### **Vandalism/Damage/Loss/Theft**

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

If a student is withdrawing from St. Anthony High School and chooses not to purchase the damaged iPad/MacBook Air and the iPad/MacBook Air 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.

Damaged iPads/MacBook Airs are sent out for repair as soon as they are returned to the Technology Office and the Director of Technology. Our local repair vendor will assess the damaged iPads/MacBook Air 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/MacBook Air 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. Students are NOT allowed to upgrade their device.

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

The use of cell phones, personal electronic devices, smart watches, personal portable speakers, and earbuds/headphones on the main campus and in the school building is prohibited during school hours. Students may not use these devices from 7:55 AM until the end of the school day. Students may bring these devices to school, but they must be turned off and out of sight during the school day. Cell phones 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/MacBook Airs must be used for educational purposes and under the guidelines of the iPad/MacBook Air Acceptable Use Policy.

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

### **Consequences for Unauthorized Use of Cell Phone or Personal Device:**

- **First Offense:** If a cell phone or other electronic device is seen or used during school hours, it will be confiscated immediately and given to the Dean of 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.

## **Chapter-11**

### **PARENT-STUDENT POLICIES AGREEMENT FORM**

#### **Acceptance of Handbook Form**

The Acceptance of the Parent-Student Handbook, Athletic Handbook, and iPad Program Acceptable Use Policy Signed Agreement Form is found below. Please print, sign, and return to the School by the designated deadline.



[Acceptance of Handbook Form.pdf](#)

