



St. Anthony High School

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

PARENT-STUDENT HANDBOOK

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

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

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1. INTRODUCTION TO THE PARENT STUDENT HANDBOOK

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

I invite you to 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)—Adan Jaramillo, Principal.

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

2. GENERAL INFORMATION

2.01 MISSION STATEMENT & PHILOSOPHY

Mission

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

Philosophy

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

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

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

The Faculty and Staff are committed to:

- Preparing students to enter an increasingly challenging, complex, secular, and technological society with a thorough program which integrates intellectual development and skills acquisition
- Encouraging students to become more aware of the message of Christ and of their own dignity and self-worth through a variety of experiences
- Developing in the students a greater appreciation for multiculturalism so that they can better serve the local and global community in the realization that in diversity there is dignity
- Supporting parents in their role as primary educators
- Maintaining professional standards; modeling the faith life and exemplifying the teachings of Jesus Christ and the Church

Goals and Objectives

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

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

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

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

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

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

Physical: Develop proper physical and emotional fitness habits by:

- Providing mandatory health and physical education classes
- Providing information according to Catholic teachings in subjects related to Substance Abuse, AIDS, and Human Sexuality
- Providing a well-balanced athletic program which promotes competition and sportsmanship

- Developing the total person, emphasizing the relationship between physical health and emotional well-being
- Assisting students in developing their emotional health and well-being

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

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

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

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

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

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

2.02 INTEGRATED STUDENT OUTCOMES (ISOs)

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

SPIRITUALLY ENRICHED...

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

ACADEMICALLY READY...

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

INTELLECTUALLY EQUIPPED...

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

NATURALLY EXPRESSIVE

- Adept with interpersonal relations in a variety of roles and settings
- Appreciative of varied arts and cultural perspectives
- Involved in life of the school such as clubs, organizations, and activities
- Responsible and reliable, accepts duties and challenges, perseveres in face of difficulty
- Self-disciplined, self-directed, commitment to personal growth

TECHNOLOGICALLY PREPARED...

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

SOCIALLY CONSCIOUS...

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

2.03 SCHOOL HISTORY**St. Anthony High School—A Brief History**

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

SCHOOL SYMBOLS

St. Anthony High School – *Our Symbols*

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

Alma Mater:

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

2.04 ACCREDITATION

Accreditation

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

Affiliations

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

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

2.05 CODE OF CHRISTIAN CONDUCT

Code of Christian Conduct

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

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

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or co-curricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the Administration, Faculty or Staff in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the Administration, Faculty or Staff is required to be there in connection with assigned school activities.

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

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills

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

2.06 ADMINISTRATION, FACULTY, AND STAFF DIRECTORY

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

2.07 SCHOOL SCHEDULE & 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](#)

2.08 SCHOOL MAP

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

2.09 SCHOOL WEBSITE & SOCIAL MEDIA

School Website, Social Media

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

[Website](#)

[Facebook](#)

[Instagram](#)

[TikTok](#)

[Twitter](#)

[YouTube](#)

2.10 ZERO TOLERANCE POLICY FOR SEXUAL MISCONDUCT

Zero Tolerance Policy for Sexual Misconduct

Under its Zero Tolerance policy, the Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor (person under 18 years of age).

To be clear, any person who has engaged in the sexual abuse of a minor under the age of 18:

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

The archdiocesan Zero Tolerance policy is broader than the requirements of Megan's Law and similar statutory restrictions

2.11 SAFE ENVIRONMENT TRAINING FOR YOUTH AND CHILDREN

Safe Environment Training for Children and Youth

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must annually offer the Archdiocese of Los Angeles "Empowering God's Children and Young People Safety Program." The program includes home-based materials for parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention

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

Student workers and volunteers must read and sign the *Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth*. This document applies when students or youth hold specific leadership roles in ministerial service (including parishes and schools) and not to interactions with each other as fellow students or family or friends

Student workers and volunteers:

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

Individuals who act as coaches in the Catholic Youth Organization or as part-time coaches in CIF-sanctioned school programs (but have no other assignment in the archdiocese) are required to participate in the Play Like a Champion Today program. All coaches *must also attend* the 3 hour VIRTUS® Protecting God's Children for Adults program.

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

Working or Volunteering with Children and Youth

Please see [Fingerprinting Policies and Guidelines](#), [Safe Environment: Initial Training](#), [Safe Environment: Training Recertification](#), and [Annual Review of Boundary Guidelines](#).

Adults who work or volunteer with children or youth are subject to archdiocesan guidelines and regulations; they must sign the [Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities of Events](#).

Junior high and high school students who work or volunteer with children or youth must sign the Archdiocese of Los Angeles [Boundary Guidelines and Code of Conduct](#) for Middle and High School Youth Working or Volunteering with Children or Youth.

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

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

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure,” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, email and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.

- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school sponsored activity and may never drive alone with a minor.
Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met those requirements.

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

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

Code of Conduct for Student Workers/Volunteers

I have agreed to work with or volunteer to help fellow students or other kids. I promise to behave as Jesus would want me to do – to treat others with respect and kindness. I understand that to help me guide my behavior, I must follow the rules in this Code of Conduct.

I understand that if I break the rules of this Code of Conduct, I may be removed from my volunteer or work assignment. My parent/guardian will be notified if I don't follow the guideline and I may be dismissed from my work or volunteer assignment. If I am dismissed, I will be sent home at the expense of my parent/guardian.

As a student volunteer, I will:

- Be a charitable, tolerant Christian.
- Behave according to the teachings of the Roman Catholic Church.
- Treat everyone with whom I interact with respect, patience, integrity, courtesy and dignity.
- Make sure that children or youth in my care are safe.
- Use positive reinforcement whenever possible.

- Report to an adult in charge of the program or ministry if I see, hear or suspect anything that makes me uncomfortable or that makes me think that another person is in danger or has been harmed.
- Inform the adult in charge if I sense that a younger kid is getting a crush on me.
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a student volunteer, I will not:

- Do anything I know to be illegal or immoral.
- Smoke tobacco or pot.
- Use, have or share alcohol or illegal drugs.
- Verbally threaten, bully, tease or physically abuse anyone.
- Use profanity.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Participate in private visits, parties or other activities with the children/youth I am working with unless approved by the adult in charge of my program or ministry.
- Accept gifts from or give gifts to children/youth I am working with without approval from the adult in charge of my program or ministry
- Become inappropriately friendly with the children/youth I am working with through, social media (for example, Snapchat, Instagram, Facebook, Twitter) other forms of communication.

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

Every year, the *Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth* must be distributed to, reviewed by, and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundary guidelines. The form's signed acknowledgment of receipt must be on file at the parish or school.

2.14 DRESS/UNIFORM CODE

Dress Code

St. Anthony High School's standardized uniform provides a positive influence upon the overall school environment. The purpose of the student dress code is to promote a sense of dignity and pride, which is inherent in the values expressed in our Christian Philosophy. It fosters a disciplined atmosphere that contributes to the learning process and security of the school. The dress code, including grooming and hair styles, is based upon modesty, neatness, 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. An email will be sent to notify parents/guardians, so that the violation can be corrected. Dress code violations are a part of the school disciplinary code and infractions will result in disciplinary action. Parent conferences and probationary status will be arranged for continued noncompliance of the dress code.

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

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

General Guidelines

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

Regular School Uniform

Pants

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

Walking Shorts

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

Shirts

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

Sweatshirts

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

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

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

Skirts

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

Jackets/Sweaters/Outerwear

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

Footwear/Leg Wear

- Athletic, dress, or casual shoes with closed toe and closed heel.
- Solid black or white socks.
- Boots, sandals, flip-flops, spa shoes/slides, Crocs/clogs, plastic or rubber shoes, Ugg-style/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, sweatpants, and yoga pants *are not allowed*.
- Opaque (not see-through), solid-colored, black, gray, skin-toned, or white tights must be worn with skirts, but are not allowed with shorts. Tights must not have any holes or runs. Lace or patterned tights *are not allowed*.

Face Masks

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

Headwear

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

Grooming, Hair, Jewelry

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

Boys

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

Girls

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

Additional Guidelines

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

Alternate Dress

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

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

Approved Apparel:

- Blouses.
- Button shirts.
- Polo Shirts.
- T-shirts (in good taste).
- Sweaters.
- Dresses (no shorter than 2 inches above the knees).
- Jeans (no low rise or baggy; no tears, rips or holes).
- Shorts (no shorter than 4 inches above the knees; no longer than 2 inches below the knees).
- Pants.
- Slacks.
- Skirts/Skorts (no shorter than 2 inches above the knees).
- SAHS-issued athletic warm-ups.
- Closed-toed shoes.
- SAHS-approved beanies and caps. Headwear may not be worn indoors.

Not Approved Apparel:

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

- Any item that exposes the midriff or cleavage.
- Halter tops or tube tops.
- Tank tops.
- Sweat pants, pajamas, leggings, jogging pants, or yoga pants.
- Mini-skirts/mini-skorts.
- Short shorts or cut-off shorts
- Boots, sandals, flip-flops, spa shoes/slides, Crocs/clogs, plastic shoes, Ugg-style/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 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 may be excluded from classes until appropriate attire can be obtained.

Mass/Special Event Attire

Boys

- Khaki pants.
- White short/long sleeve uniform Oxford shirt, tucked in.
- SAHS-issued necktie from Norman’s, cinched up.
- Solid black or brown belt.
- White undershirt.
- Black Socks.
- Black or brown dress shoes (no tennis shoes).
- Optional purple V-neck sweater or purple Cardigan.

Girls

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

Confiscated Clothing Items

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

School Dance Attire

Casual Dance Attire

See Alternate Dress guidelines above.

Semi-Formal Attire for Dances

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

Boys

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

Girls

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

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

Formal Attire for Dances

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

Boys

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

Girls

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

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

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

2.15 RELATIONSHIP OF SCHOOL TO PARISH

Relationship of School to Parish

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

2.16 SCHOOL GOVERNANCE

Administrative Structure of High Schools

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

Consultative School Board

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

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

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

The CSB provides advice and counsel particularly in these areas:

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

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

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

Current CSB Members: The list of Consultative School Board members may be found on the school website at:

http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286638&type=d&pREC_ID=866433

PEP (Parent and Educators in Partnership)

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

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

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

Current PEP Board Members: The list of Parent and Educators in Partnership Board members may be found on the school website at:

https://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286638&type=d&pREC_ID=1484396

2.17 PARENT/STUDENT COMPLAINT REVIEW PROCESS

Archdiocese of Los Angeles Parent/Student Complaint Review Process

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

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional

assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

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

Escalating Complaints to the Central Level: Department of Catholic Schools

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

2.18 MISCELLANEOUS DIRECTIVES

Student Deliveries Policy

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

Student Property Lost and Found

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

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

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

Custody of Minors

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

3. CATHOLIC IDENTITY

3.01 FAITH FORMATION (MASS, PRAYER, OTHER LITURGIES)

In "The Catholic Vision of Education," Archbishop José H. Gomez describes the dynamic mission of Catholic education throughout the Archdiocese: "Catholic education is the Church's future. It is also the key to our society's future.... Our Catholic vision always calls us to see deeper — and to give more of ourselves in love. Our Catholic vision always calls us to see with the loving eyes of Jesus; with the eyes of God." The Catholic school is unique because it is an academic community within a religious community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff, and resource people. At the same time, it is a faith community of young Christians and adults, where Christ the Teacher is present among them. A Catholic school always has a twofold purpose: learning and believing. It is exemplary when the school blends these well.

In the Archdiocese of Los Angeles, Catholic schools serve students from preschool through high school. Each local school is unique in its charism, foundation, and culture. All schools promote "knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation." General Directory for Catechesis. All schools are committed to providing an academic education that integrates Catholic values across the curriculum. In light of the great gift and contribution of Catholic education, Archbishop Gomez has expressed his strong commitment to *"make sure that our schools are open to every family and every child in our city. No matter who they are. No matter where they come from, or how they got here. No matter how much money they have."* (The Catholic Vision of Education, Archbishop Gomez: August 23, 2013).

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 Theology 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. Theology 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.

Catholic School Communities

Catholic schools are communities of faith and faith formation. They are committed to developing faith-filled, morally aware, and academically strong individuals who are of service to the Church and society.

Catholic schools provide a Catholic education that illuminates academic teaching with Christian principles and prepares students to see Christ in others by the development of their talents. Catholic schools emphasize the importance of faith in the life of the individual and of morality as the life-giving principle that guides students to become self-giving, responsible citizens and leaders.

Jesus Christ gives a transcendent meaning to human existence and this spiritual dimension should

inform the intellectual journey of the human person.

With the support of the Department of Catholic Schools, faculty, parents/guardians, alumni, parishioners, consultative boards, and the community, Catholic schools:

- Educate the whole person spiritually, academically, socially, and physically
- Promote the dialogue among faith, reason, and culture
- Build community through the celebration of the Church's liturgical life
- Defend the goodness, dignity, and freedom of each person
- Foster awareness of moral and social concerns
- Develop leaders for the community

Students from all faith traditions, cultures, and economic backgrounds are welcome and invited to collaborate in fulfilling the mission. All those who quest for truth contribute to and enhance the community.

The goals of the religion program in the Catholic school are to provide an environment for students to encounter Jesus Christ, to form students in the Christian faith, and to provide students with the opportunity to learn about and experience the Church's teachings and practices in an academic setting. Since Christian education and formation is carried out in a community, the entire faculty and staff are responsible for carrying out this goal. Members from all school departments form a faith-based community with students, not only in the classroom and in other school activities but also in planning and implementing the school's various religious activities and events. In this area, the Theology Department and campus minister together with the principal serve as catalysts and provide leadership and support

3.02 SACRAMENTS (FIRST RECONCILIATION, FIRST COMMUNION, CONFIRMATION)

Sacraments

The Eucharist: The Eucharist is generally celebrated twice 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 Theology courses compliment, but do not substitute for, this preparation. Student absences incurred because of parish confirmation retreats are excused absences.

3.03 RELIGION CURRICULUM

Religion Curriculum

Canonical Authority of the Diocesan Bishop

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

Textbooks, Teaching Materials, Resources, and Content of Instruction

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

All religion textbooks are to have the approval of the U.S. Conference of Catholic Bishop's Ad Hoc Committee to Oversee the Use of the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

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

The U.S. Conference of Catholic Bishops' *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the [foundational catechetical documents](#).

Western Catholic Educational Association Catholic Identity Standards

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

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.

- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

High School Curriculum

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

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

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

3.04 CAMPUS MINISTRY

Campus Ministry

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

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

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

3.05 CHRISTIAN SERVICE PROGRAM

Christian Service Program

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

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

The following is a minimum annual requirement for all students:

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

All service hours are due on or before May 1st. Service hours can be earned at a St. Anthony sponsored event, or with an outside agency, school, or church. Students are responsible for recording and tracking their own Christian Service Hours on [x2VOL](#). Information about available service opportunities can be obtained through the Campus Ministry office or through the student's Theology class.

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

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

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

3.06 RETREATS

Retreats

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

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

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

Arrangements are made in Theology Classes and parent permission slips and behavior contracts are needed for off campus/overnight retreats. An additional retreat fee 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.

4. ADMISSION AND ATTENDANCE

4.01 SCHOOL STUDENT NON-DISCRIMINATION POLICY

School Student Non-Discrimination Policy

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

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

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

Non-Discrimination Documentation

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so those schools are recognized as tax exempt.

Archdiocesan schools must demonstrate this policy by annually publishing the School Student Non-Discrimination Policy.

For parish schools, the pastor should publish the School Student Non-Discrimination Policy in the parish bulletin. The school should retain a copy of this parish bulletin in the school file. The statement of non-discrimination also should be published each year in the staff handbook, parent/student handbook, and admissions materials. All schools should submit documentation of the published policy to the Department of Catholic Schools.

4.02 INCLUSION PROCESS/STEP

Inclusion Process/STEP

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

Introduction

Archdiocesan schools do not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs. However, certain schools in the archdiocese are operated as single gender.

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

Parents/guardians must be informed that they may request a minor adjustment for students with a disability and of the appropriate procedure to address any complaints of disability discrimination.

4.03 ADMISSIONS POLICY

Admission Guidelines

High school admissions are generally administered by an admissions department or committee that consists of some members of the administrative staff and other faculty members who are competent to administer the admissions policy.

High schools should consider the following factors when establishing their admissions policies and practices:

- Parish high schools should normally give preference to active members of the parish.
- In cases where the number of applicants exceeds the number of students a school can enroll, Catholic students generally take precedence over non-Catholic students.
- Each school shall make every reasonable effort to assist students with financial need.
- Schools should not admit students who owe money to another school.
- Standardized test scores, grades, and recommendations from prior school shall be taken into consideration.
- The age of a student at admission should be such that the student will be under 20 years of age at graduation.
- For international students, see "Admissions" under International Students in the Archdiocese of Los Angeles.

Admission Procedures

The Department of Catholic Schools recommends the following procedures for testing and evaluating high school applicants and transfer students:

- Parents/guardians of a student applying for admission must obtain the high school's application packet. The application packet must include a permission form for the current school to release records to the high school. Parents/guardians must ensure that the current school releases all documents that the high school requests. See the Student Application for High School (sample) and the High School Application Checklist for Admissions Folder (sample).
- All high schools administer the entrance examination for incoming students on the day established on the archdiocesan school calendar.
- Schools shall cooperate with parents/guardians who request that test scores be sent to other schools.
- Admissions procedures ordinarily include an interview with students and parents/guardians and confidential recommendations from teachers or administrators at the current school. Recommendations are confidential and shall not be shared with families. See the Confidential Common Evaluation Form for Students Applying to a Catholic High School.
- Schools shall notify applicants concerning their admissions status on the dates indicated on the archdiocesan school calendar.
- At the end of the school year, high schools will request that elementary schools submit a complete transcript for each incoming freshman.

International Students

Any student from another country may attend St. Anthony High School providing he/she can demonstrate a proficiency in English as determined by the school and meet other admissions requirements. Proper I-20 forms must be completed and submitted to the Department of Catholic Schools. St. Anthony High School does not issue I-20 Forms.

Inoculation Requirements of the California Department of Health

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

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

Married Students

Central to the philosophy of St. Anthony High School is the belief that parents are the primary educators of their children. In support of this, the school and parent work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. *Therefore, any student who marries or is married at time of application will not be allowed to attend St. Anthony High School.*

Emancipated or Eighteen-Year-Old Students

All school regulations apply to students who are emancipated or 18 years old as long as they are enrolled in the school.

Students Who No Longer Live with Their Parents/Guardians

Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school. The principal is expected to confer with the assistant superintendent of the Department of Catholic Schools before making any final decision

4.04 ABSENCE, TARDINESS & TRUANCY

Absence, Tardiness & Truancy

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

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

Regular Attendance

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

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

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

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

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

Procedures Regarding Absences

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

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

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

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

Falsification of Note and/or Misrepresentation by Phone:

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

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

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

Make-Up Work Due to Absence

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

Teachers are required to permit students with excused absences to make up assignments and tests missed during the absence. The student will be permitted to make up missed work and tests within the amount of time in which the student was absent up to 10 school days after return to school.

In the case of an unexcused absence, a suspension, and 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 for credit.

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

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

Attendance Requirement for Academic Credit

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

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

Classification of Absences**Excused Absence**

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

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

Unexcused Absence

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

Authorized Family Absence/Vacations/Extended Absences

Authorized family absences/vacations/extended absences must be pre-arranged. Family trips are unexcused absences unless pre-approved. To request approval of an authorized family absence/vacation/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 absence and the reasons for the absence no later than two weeks prior to the scheduled absence. Such absences will be counted toward the student’s absences. Parents/guardians are asked to plan vacations during regular school vacation periods.

The student should consult Schoology for assignments in an effort to remain current. Assignments missed during the extended absence must be submitted no later than the day the student returns to school. No early testing will be provided for families who plan 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 three (3) college visit days per year will be allowed.

Communicable Disease

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

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.

No student may leave early on days of special activities (refer to school calendar).

Required Call and Note: Students who must leave the campus for any reason during the school day must bring a written request from the parent or guardian to the Attendance Office before 7:50 AM that

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

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. 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 ensure the student gets home safely.
- Only minor and very basic first aid may be administered to students. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians.
- Students may use the Sick Room for no longer than 30 minutes at a time. After 30 minutes, students must return to class or call their parents to come and get them. To be in the Sick Room for more than one hour or for recurring medical conditions requires a doctor's note on file in the Attendance Office.
- It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Students must be signed out at the attendance office by parent or authorized person.

Tardiness

School and classes begin at the sound of the bell. Any student not in his/her scheduled class 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. If a student is tardy to school, any food or drink in the student's possession may 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 (whether excused or unexcused) 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 co-curricular activities including sports, dances, non-academic field trips, and student activities, as a participant or spectator. The terms of the restriction will be spelled out in individual contracts signed by all parties involved. Tardy Probation is designed to modify the attendance habits of individual students.

Truancy

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

If a student is truant, he or she is subject to disciplinary action. He or she may not make up class work or tests missed because of truancy. A student who has been truant three or more times is considered a habitual truant and is subject to dismissal.

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

Work Permits

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

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

Employment of Minors

Federal and state laws restrict child labor, regulating the number of hours worked as well as the working conditions. Any employer who hires a minor (under 18 years old) must keep a copy of the minor's work permit on file. Employers must require minors to present a work permit before allowing the minor to work. Students can obtain work permits from the local school district (for public school students) or their archdiocesan, parish, or private school. However, a minor who is 16 or 17 years old and has graduated from high school is not required to show a work permit and may be employed for the same

hours as adults; evidence of high school graduation must be kept on file.

Ages 16 and 17

A minor can work only a restricted number of hours outside of school. A minor can work for no more than four hours in any day on which the minor is required to attend school. A minor who is at least 16 years old may work up to eight hours on a day that precedes a non-school day. Minors may not work more than eight hours in a day or more than 48 hours in six days in a week. They may not work before 5:00 a.m. or after 10:00 p.m. on an evening preceding a school day. A minor can work until 12:30 a.m. during any evening preceding a non-school day.

Ages 14 and 15

Employers may not hire children under 14 years except in some agricultural jobs. It is permissible to hire 14-year-old and 15-year-old minors. However, there are some special restrictions for this age group. Minors aged 14 and 15 may not work more than three hours on any day in which the minor is required to attend school, more than eight hours on a non-school day, more than 18 hours in a school week, or more than 40 hours in a non-school week. They may work only between 7:00 a.m. and 7:00 p.m. except during the summer (June 1 to Labor Day) when they are permitted to work until 9:00 p.m.

Minimum Wage for Minors

California law requires minors to be paid the state minimum wage unless they qualify as learners, who are defined as "employees during their first 160 hours of employment working in occupations in which they have no previous similar or related experience. A learner may be of any age."

Archdiocesan policy requires that all employees of the Archdiocesan Catholic Center, cemeteries, mortuaries, and parishes be paid at least the state minimum wage or the minimum wage in effect in the location's city or county. Consult with the Human Resources Department before establishing a wage rate for minors. For additional information, see the California Child Labor Laws pamphlet.

4.05 COMMUNICATION PROCEDURES

Parent/Teacher Conferences

Parent/Teacher conferences are available at all times *by appointment* with individual teachers. Teachers can also be contacted via email.

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.

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. Confidentiality, respect, and professionalism will be maintained in all communications.

Communication Protocol

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

1. First, contact the teacher, coach, or program coordinator to discuss the situation.
2. Second, if parents do not receive satisfaction, call:
 - a. The Vice Principal for matters relating to curriculum or grading;
 - b. The Assistant Principal of Student Affairs matters relating to discipline, attendance, or co-curricular activities;
 - c. The Director of Campus Ministry for matters relating to Campus Ministry, Retreats or Christian Service; or
 - d. The Athletic Director for matters relating to sports.
3. Third, if the situation is still not resolved, contact the Principal.

Communication FAQs

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

• Have been absent	Attendance Office
• Have an injury or become ill	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
• 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/ Theology teachers
• Parent Hours	Front Office

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

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

Actions/Attitudes of Parents, Guardians or Others

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

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

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

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

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

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

4.06 CLOSED CAMPUS POLICY

Closed Campus Policy

To preserve the academic environment and school security, St. Anthony High School is designated as a *Closed Campus*. No person may enter the campus unless authorized by the school administration. Visitors, including parents, must sign-in and register at the Main Office if they are seeking information or have business to conduct with the school.

4.07 SAFETY & SECURITY PROCEDURES

Safe Environment

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

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

Emergency Policies and Procedures

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

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

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

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

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

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

Emergency Drills

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

4.08 ARRIVAL/DISMISSAL PROCEDURES

Arrival/Dismissal Procedures

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

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

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

4.09 AUTOMOBILES & PARKING LOT

Student Parking

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

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

Vehicles parked on campus are subject to search.

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

To obtain a Parking Permit, students must present a valid driver's license, registration, and proof of insurance to the Assistant Principal of Student Affairs. The fee for a Parking Permit is \$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.

SAHS Commuter Bus

St. Anthony High School has contracted with a licensed, outside bus contractor to provide a daily student commuter bus for a fee. Buses transport students before and after school between St. Anthony High School, 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. Detailed information about commuter bus routes and passes are found [HERE](#).

Bus Rules and Regulations

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

Basic Rules to be Followed:

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

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

Rules for Parent/Guardian Visits

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

As a general matter, it is advisable that the principal and parents/guardians work out a mutually agreeable alternative to interrupting the student's schedule at school.

While parents/guardians are welcome to visit their child during school hours, arrangements must be made with Assistant Principal of Curriculum and Instruction prior to the visit. There may be times when parent visits cannot be accommodated; in such cases, other arrangements will be made.

Rules for Non-Custodial Parent/Guardian Visits

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

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the Principal must identify the parent/guardian and determine if he or she has visitation rights. Visitation rights are usually limited by the court to specified days and hours. The Principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the Principal shall inform the custodial parent/guardian.

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

Children in Foster Care

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

4.11 HEALTH, ILLNESS, ACCIDENT PROCEDURES

Student Emergency Card

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

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

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

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

Policies Applicable to All Field Trips, Excursions, and Activities

Policies Applicable to All Field Trips, Excursions, and Activities

The policies listed below apply to all excursions, including but not limited to trips for parish religious education, youth ministry and youth groups, 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. Contracts for field trips, excursions, and activities must follow the rules on signing authority.

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.
- No chaperone should be alone with a minor who is not his or her own child; therefore, at least two chaperones should be present on every day trip. At least one chaperone of the sex of the participants should be present.
- 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. Locations with any questions should contact the Department of Catholic Schools or the Office of Religious Education.
- 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.

Assessing Risk of Certain Activities and Excursions

All activities present some degree of risk. Locations need to identify and evaluate the risks presented by their activities and, when necessary, take extra precautions or avoid certain activities that present greater-than-normal risk. Each location should be aware of which activities may involve additional risk and seek assistance if there is any question in this regard.

Generally, activities have greater-than-normal risk when:

- Participants are exposed to potentially significant risk of bodily injury.
- Property damage can be extensive.
- The location has no previous experience with the activity.
- The activity is not typical to the location's operations.
- The activity requires a license or other certification for operations.

It is not possible to list every activity that may expose locations to greater-than-normal risk. Locations should seek the assistance of the appropriate archdiocesan department before engaging in activities that may involve greater-than-normal risk and locations should use common sense at all times. See the

basic risk management strategies below.

Seek Guidance Early in the Planning Process

If a location is considering any activity or excursion that may involve greater-than-normal risk, the person in charge should seek guidance from the appropriate archdiocesan department early in the planning process. Early contact will allow for a determination if the event is, in fact, risky, and if so, provide time to assess options.

Avoid Taking on Outside Risks

Occasionally, a location may be asked to collaborate on or cosponsor an activity with another organization.

If a location is collaborating with an outside entity for such an activity or program, it is important that the location clearly communicates to the participants, as well as parents/guardians of minors participating, that the activity is not sponsored by the location or the archdiocese and that the location assumes no responsibility for the activity. For example, a location may host a vision or high blood pressure clinic operated by licensed and insured persons/entities, but the location must inform the participants that the outside persons/entities, and not the location, are responsible for any consequences of participation in the clinic. Similarly, if, for example, certain activities or trips are organized and coordinated by outside travel groups, participants and their parents/guardians must be informed that the outside entities, and not the location, are responsible for any consequences of participation.

Obtain Informed Consent and Follow Safe Environment Programs

Irrespective of the degree of risk presented by an activity, the location needs to make sure that all program participants and parents/guardians of all participants under the age of 18 are fully aware of the nature of the proposed activity, including the mode of transportation, if any. Parents/guardians must sign standard permission slips and medical releases for all school students regardless of age and all participants under the age of 18; see the Student and Youth Activity Permission Form (English version and Spanish version) and the Medication Authorization and Permission Form. No exceptions are allowed.

Locations must adhere to archdiocesan safe environment programs and, during overnight trips, ensure proper adult oversight when participants are scheduled to be asleep.

Always Use Qualified, Insured Contractors and Vendors

The use of experienced outside entities and vendors to provide services or sponsor activities can reduce the risk of an activity to the location by transferring some of the liability and insurance responsibility to the contractor. Contractors should not be used, however, as a justification to engage in activities with a greater-than-normal degree of risk. See also Volunteers and Volunteer Construction Work.

Be Flexible

Most activities that locations engage in do not exceed a normal degree of risk. Advance planning (especially for youth activities) and flexibility when selecting prospective activities can reduce frustration and allow the location to meet its objectives while insulating it from an unacceptable level of risk.

Have an Emergency Plan

All field trips, excursions, and activities require an emergency plan. These plans need to be responsive to

reasonably foreseeable emergencies.

Be Aware of Insurance Coverage

Archdiocesan liability insurance generally covers all locations, employees, and volunteers in the event of a loss, an injury, or a claim by a participant that is caused by the alleged negligence of the location, employee, or volunteer.

All Catholic school students and registered participants in religious education, confirmation, and youth ministry programs are covered under basic and overlying catastrophic blanket accident medical expense insurance policies issued to the archdiocese by Ace American Insurance Company and administered by Myers-Stevens & Toohey Co., Inc. The program is meant to help families with eligible medical expenses resulting from school/parish related injuries that are not covered by other insurance (e.g., deductibles, co-pays, coinsurance obligations and out-of-network services). If no other insurance applies, the program pays on a primary basis. Coverage is provided without regard to any allegations of liability or negligence.

Employees who are injured in the course and scope of employment may make a claim for workers' compensation benefits.

Adult participants and volunteers who are injured are not covered by any archdiocesan medical insurance programs. They must look to their own insurance policies to cover medical expenses for their own injuries, and/or they can file a claim against the location in the event that the location is at fault for the injury.

If you have questions, please contact the Archdiocese of Los Angeles Risk Management Hotline at 1-800-877-9300, extension 8610.

Policies for International Travel with Minors

General Requirements

- Any group traveling internationally under the sponsorship of the Archdiocese of Los Angeles, or any parish or school, must have the approval of the person in charge who shall designate one participating adult as the group leader ("Leader") and a second participating adult as the assistant leader ("Assistant"). The Leader will have overall management responsibility. Should something happen to the Leader, the Assistant should be sufficiently familiar with the policies and procedures applicable to the trip to assume the Leader's responsibility if needed.
- All trips must adhere to the policies and procedures of the Archdiocesan Administrative Handbook (handbook.la-archdiocese.org) under section 12.3.1.1 - Policies Applicable to All Field Trips, Excursions, and Activities. Section 12.3.1.1, contains the required release forms, medical forms, safe environment/fingerprinting requirements, and insurance requirements. Necessary forms are linked within this section.
- Leaders should ensure all members of the group receive relevant information and training for traveling abroad, including (but not limited to) topics such as:
 - Obtaining all necessary documents (passport, visas if necessary) in a timely manner.
 - Being familiar with the itineraries, including all transportation, lodging and contact information (Leaders or travel agents must provide copies to all participants).
 - Staying safe when traveling internationally.

- Packing, especially for first time international travelers. (Packing appropriately for weather and activities, mode of travel, etc. Poor packing can affect the group's ability to travel smoothly.)
- Medications and prescriptions. Members of the group who need to take medication during the trip, must consult with their physician prior to leaving, particularly if they rely upon access to particular medications or require some accommodation for their medications, and must carry with them a copy of their prescription(s).
- When a group is traveling with minors, the Leader, Assistant and chaperones have supervisory responsibility at all times during the trip. Therefore, the Leader, Assistant and chaperones should not use alcohol, illicit or recreational drugs at any time. Other adult participants should not be under the influence of alcohol, nor illicit or recreational drugs in the presence of minors. Alcohol, illicit substances, and recreational drugs may never be given to minors.

Requirements for Adults Traveling in a Group with Minors

Any group traveling with minors must ensure all adults (18 and over) in the group, including other participants, clergy, parish or school staff, volunteers, chaperones and parents:

- Are fingerprinted by the Archdiocese of Los Angeles and verification of compliance is confirmed on VPIN (Volunteer and Personal Information Network). Fingerprinting Office phone: (213) 637-7411.
- Comply with the VIRTUS® Safe Environment Training by:
- attending a VIRTUS® "Protecting God's Children" Adult Awareness session, or
- having a valid VIRTUS® Certificate dated within the past four years of their last session. Office of Safeguard the Children phone: (213) 637-7227.
- reviewing and signing the "Guidelines for Adults Interacting with Minors at Parish or Parish or Parish School Activities or Events." Handbook section 13.5.4.

Minors must not be roomed with those 18 or over, unless they are with a parent or relative.

Copies of proof of Fingerprinting, current VIRTUS® Certificate, Guidelines for Adults, and Release of Liability must be on file with the sponsoring parish or school.

Requirements for Minors Under the Age of 16

The Archdiocese strongly discourages bringing minors under 16 years of age to international events. However, if the sponsoring archdiocesan entity allows minors under the age of 16 to participate, the minor must be accompanied by a parent/guardian, or another family member (grandparent, aunt, uncle, or sibling) who is 21 years of age or older and is designated by the parent/guardian in a written, notarized document stating that the designated person has the authority to act "in loco parentis". This document is required in addition to all the other required documents. The accompanying family member/legal guardian must comply with all policies and procedures established by the Archdiocese of Los Angeles.

Requirements for Minors Aged 16 to 17 Traveling without a Parent

- A parent or legal guardian must sign the "Student and Youth Activity Permission Form" which gives permission for the child to travel with the designated group.
- A parent or legal guardian must sign the "Medication Authorization and Permission Form" if the minor needs to take medication.
- Each Leader, Assistant and chaperone traveling with the group must accept in writing that he/she will have responsibility for the minors in the group.
- Minors traveling with the group must be informed which adult to contact if a concern arises.

- All minors shall sign a conduct agreement, which must include an acknowledgement by the minor and his/her parent/guardian that if the minor is sent home for any breach of the conduct agreement, the parent/guardian will be responsible for any and all costs associated with the transportation home.

Minors Aged 16 to 17 Traveling with a Parent

- If a minor is traveling with a parent or adult family member, then the parent or other family member shall assume the normal legal responsibility for that minor.
- If a parent or other adult family member is traveling with minors as part of a larger group, the adults in the family (meaning all members 18 or older) shall abide by the Requirements for Adults Traveling in A Group with Minors.
- If a family with minors is traveling as a family and not as a part of the official parish/school trip, the parents or other adult family member(s) shall be responsible for the minors and not the group Leaders or chaperones.

Age of Chaperones – Adult/Minor Ratio

- Chaperones and group leaders must be at least 21 years old (preferably 25).

Policies Related to World Youth Day

All policies stated above apply to World Youth Day, with the addition of these particular instructions:

- Participants must be 16 by the date established by World Youth Day to be a registered pilgrim and may be registered as a pilgrim of a parish/school group if the minor is traveling as part of a registered group for the whole period of attendance at World Youth Day.
- World Youth Day offers a variety of registration packages. Groups with pilgrims 16-17 years old may not choose the simple accommodations package nor participate in Days in the Dioceses. These options involve the possibility of staying with local families or sharing rooming space with pilgrims from other groups.
- Minors may be registered as Pilgrims if they are traveling with one or both parents for the whole period of attendance at World Youth Day, including Days in the Dioceses (if they are participating).

Immunization and Medical Screenings

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at [Shots for School](#), the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

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.

Health Records

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

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

Medications Administered at School

Students may only be administered medications that are prescribed for them personally. Any medications they bring to school that are not prescribed for them will be confiscated and they may be subject to appropriate discipline.

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

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

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

Communicable Diseases

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

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

Food Allergies

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

Student Sexual Conduct and Pregnancy

Introduction

The following guidelines of the Archdiocese of Los Angeles call upon clergy, religious educators, teachers, youth ministers, young adult ministers, family life ministers, parents/guardians, and Church leaders to collaborate in fostering among all age groups a healthy and holistic Christian attitude toward human sexuality.

Catholic Vision of Human Sexuality

Human sexuality and sexual morality are studied within the context of moral formation in Christ. The Catechism of the Catholic Church and the United States Conference of Catholic Bishops' National Directory for Catechesis, Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age, and Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication provide authors of textbooks and teachers with a holistic view of moral formation and formation in sexual morality.

A positive and balanced Catholic view of sexuality begins with the premise that human sexuality is a gift from God in whose image human beings are created. Human sexuality should be viewed as a gift possessing inherent goodness and properly placed within a faithful, fruitful, and lifelong marriage (National Directory for Catechesis, 45.F).

A primary purpose of Catholic education in a school, religious education program, or another parish program, whether for youth, adults, staff, or clergy, is to guide all persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent, and mature commitment in marriage.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship, and love. Parents/guardians are expected to love and respect each other and their children.

To their children, they are to be the principal role models, examples, and educators of these teachings. All faithful are called to continue their formation and serve as examples for others throughout their life. Those who are not married should reserve for marriage the expressions of affection that belong to married love.

"All the baptized are called to chastity. The Christian has 'put on Christ,' (Gal 3:27) the model for all chastity. All Christ's faithful are called to lead a chaste life in keeping with their particular states of life. At the moment of his Baptism, the Christian is pledged to lead his affective life in chastity" (Catechism of the Catholic Church, 2348). Chastity is not limited to sexual conduct, but includes moral decision-making and mutual respect for people, through interactions with others and respect for one's own body. Accordingly, whether in thoughts or acts, lust, masturbation, fornication, adultery, prostitution, pornography, and rape involve a disregard for the call to chastity.

Pornography and sexting immerse all who are involved in the illusion of a fantasy world. They offend against chastity because they pervert sexual acts. They do grave injury to the dignity of participants: actors, vendors, the public (see Catechism of the Catholic Church, 2354).

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person, not only violates these moral teachings but also may be unlawful under civil law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18. For more information, see [Safe Environment](#).

Education in Human Sexuality

Education in sexuality is a continual process, an invitation for people to grow and develop as morally mature sexual beings, regardless of age or calling in life. Parents/guardians are the first educators of their offspring. In our Catholic tradition, education in human sexuality begins with them as parents/guardians and educators imparting understanding and knowledge in the context of Catholic teachings and its vision of the development of morally mature sexual beings. A Catholic vision of human sexuality, from childhood through adulthood, affirms that:

- All human life is created in God's image and has inestimable value.
- All persons are challenged to develop moral decision-making skills that would enable them to make responsible choices in human sexuality.
- All persons, while recognizing that weakness and sinfulness are part of the human condition, are called to respond with compassion and understanding to those who misuse the gift of human sexuality. Interior transformation in light of the Paschal Mystery and the role of grace, virtue, formation of conscience, and sin are foundational themes that pave the way for a balanced approach to human sexuality.

The ultimate objective of education in human sexuality is the personal realization of total sexual identity and the effective maturation of the person. The purpose of education in human sexuality, whether formal or informal, is threefold:

- To give each person an understanding of the nature and importance of sexuality as a divine gift, a fundamental component of personality, and an enrichment of the whole person

- To give each person an understanding of chastity as a key virtue that develops a person's authentic maturity and makes one capable of guiding the sexual powers in the service of love and integrating it into psychological and spiritual development
- To give each person an appreciation that sexuality is intended to express and to lead all to a knowledge of, respect for, and sincere personal adherence to the moral norms regarding sexuality that are taught by the Church

Educational Framework for Human Sexuality

Programs and courses in human sexuality must be holistic, positive in their approach, and based on the fundamental truth that all human life is created in God's image and has inestimable value. "Sexuality affects all aspects of the human person in the unity of his body and soul. It especially concerns affectivity, the capacity to love and to procreate, and in a more general way the aptitude for forming bonds of communion with others" (Catechism of the Catholic Church, 2332). Education in human sexuality must be designed to assist each person in the Catholic Christian community to form a correct and informed conscience in order to be morally responsible. Persons given the responsibility of assisting others in their sexual formation should be:

- Committed to their own growth in sexual development
- Accurately informed with the necessary knowledge to discuss sexual issues
- Able and willing to follow and communicate authentic Church teaching regarding sexual morality "with authority, candor, sound reasoning and fidelity" (Human Sexuality: A Catholic Perspective for Education and Lifelong Learning, p. 25)

Those engaged in human sexuality education and formation must demonstrate, in word and attitude, a sensitivity to gender issues by presenting the equality of the sexes as designed by the Creator and discourage stereotyping and/or exploitation of the sexes.

Curriculum content and concepts must be introduced at maturity levels according to the emotional, intellectual, and physical development of the person. Programs and courses in human sexuality formation require ongoing collaboration and evaluation involving those affected by the process. The decision to implement programs and courses in human sexuality education must involve parents/guardians, pastors, teachers, catechists, and other leaders in catechetical ministry. Parent/guardian representation is important in setting goals and selecting programs and courses for children and youth. All parents/guardians should be given reasonable opportunity to preview the selected materials. Having studied a program, they have the right to remove their children from any human sexuality course. In addition to formal instruction, consideration should be given to providing informal opportunities to address these issues, including activities such as retreats and other programs.

The content of the instruction and the textbooks and supplementary materials must conform to the authentic teachings of the Church as proposed in the Catechism of the Catholic Church. The promotion of Catholic Christian values in the midst of the pervasive influence of media (advertising, books, films, magazines, music, radio, television, videos, and the Internet) requires that:

- Media be considered a valuable and effective educational tool
- Care be taken to provide the learner with the skills of discernment in the use and evaluation of all forms of media, particularly the media of the Internet
- Prudent judgment be exercised in the selection and use of all media for human sexuality programs and courses

Pregnancy Involving Students or Other Minors

Should a pregnancy occur involving a student or other minor, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister, and other appropriate staff should meet with the pregnant couple and their parents/guardians to plan for the pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, health, and safety of the child in the womb, the pregnant couple, and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary schools and parish high schools), shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the father (if known) and mother of the child should be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals.

Please see the list of [foundational documents on human sexuality](#).

Research Projects and Rights of Parents

Rights of Parents/Guardians

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

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

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

Students Who No Longer Live with Their Parents/Guardians

Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school. The principal is expected to confer with the assistant regional superintendent of the Department of Catholic Schools before making any final decision.

Responsibilities of the School Administrator

Although a research project may have received prior approval from the Department of Catholic Schools, the principal, in consultation with the pastor, is responsible for determining whether to participate in the research project.

The researcher must provide the participating principal with a copy of the approval letter from the Department of Catholic Schools; a copy of any communication to teachers, parents/guardians, etc.; and a copy of all materials and/or instruments to be used.

The school and researcher must make every effort to minimize disruption to the daily school schedule.

If the subjects involved are students, permission for their participation must be obtained in writing from parents/guardians and Informed Consent Forms and Subject's Bill of Rights forms ("Disclosure Materials") must be provided to students and parents/guardians.

Informed consent requires that parents/guardians are given sufficient information about the research, prior to granting permission for their child's participation in the research project. Informed consent also implies that parents/guardians, upon written request to the school and to the researcher, may preview the Research Materials at the school. Except where the school is informed that the Institutional Review Board has waived the requirement, minor students who participate in the research project must give their assent.

If requested, all Disclosure Materials and, where possible, all Research Materials must be provided to the students and parents/guardians in the language with which they are most familiar.

Disclosure and Research Materials must be carefully supervised by the principal or the researcher, since appropriate ethical and professional standards must be observed in the use of copyrighted materials, such as test instruments. (Some tests are protected under copyright laws and ethical guidelines prohibiting prior review by test subjects must be observed.)

Appropriate educational activities for children in control groups or for children not participating in the research project should be considered and provided, if necessary.

Communication to parents/guardians about research projects should be handled in collaboration with the principal. The names and addresses of students or parents/guardians should not be given to the researcher without the prior consent of the parents/guardians.

The local school administrator, in consultation with the Department of Catholic Schools, retains the right to withdraw from participation in a research project.

Accident Procedures

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

- The condition of the injured student will be assessed by the adult supervisors.
- Depending on the severity, parents/ guardians or emergency services (911) followed by parents/guardians will be contacted.
- First aid will be administered if necessary.

- An Accident Report Form will be completed and submitted to the Assistant Principal of Student Affairs.
- A copy of the Accident Report Form and school insurance forms will be provided to the student or parent/guardian.

Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

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

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.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include directory information or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute teacher.

Only the principal, as custodian of the records, may authorize the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order, such as a subpoena or search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents/guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind. Questions about releasing pupil records can be directed to the Office of the Legal Counsel.

Permanent Student Records

Permanent student record cards include the following information:

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

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

Directory Information

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

Under California law, directory information is not subject to the same degree of confidentiality and privacy protection as pupil records. However, to the extent possible, the school will minimize access to student residence address, phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

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

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

Release of Directory Information for Tracking Purposes

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

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

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

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

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

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

Verbal/Written Confidences

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

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

Disclosure of Student Personal Information

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

4.13 TRANSFER OF RECORDS

Student Transfers, Withdrawals and Graduation

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

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

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

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

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

Withdrawal/Dropout

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

There are five types of student withdrawal:

- **Parent Withdrawal**
A student transferring to another school must bring to the Registrar's Office a note from his/her parents requesting the transfer. After a conference with the parents and Principal is held, the registrar will issue an official transfer paper, containing the appropriate signatures to be signed and returned to the registrar. Failure to comply with this process will delay the issuance of transcripts to the receiving school.
- **Disciplinary Withdrawal**
Upon the recommendation of the Discipline Board and/or Assistant Principal of Student Affairs, and with the approval of the Principal, the Assistant Principal will inform parents and students of the school's decision for withdrawal. The Assistant Principal will also inform the Registrar's Office of the withdrawal. In most cases the Assistant Principal will give the Registrar's Office forty-eight hours' notice to complete transfer forms. However, situations may arise when the parents may request the forms immediately. The registrar will inform teachers at least twenty-four hours in advance of the withdrawal so that transfer papers may be completed. Completed transfer papers will be turned in to the registrar. The Assistant Principal will assist the registrar if necessary. Any student asked to withdraw from St. Anthony High School for disciplinary reasons must do so within seventy-two hours of the school's request. Automatic expulsion may occur if withdrawal procedures are not completed within this time frame.
- **Academic Withdrawal**
A student receiving three or more F's in any one academic school year may be asked to withdraw from St. Anthony High School. The Registrar will follow the same procedures as in the disciplinary withdrawal.
- **Confidential Withdrawal**
In special cases of confidentiality, the administrator to whom the case is referred will handle the transfer forms. The Registrar will be informed of the withdrawal.
- **Graduation**
Students who successfully complete all the graduation requirements for St. Anthony High School withdraw upon graduation, and transcripts are sent to post-secondary institutions upon request

Withholding of Records

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

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

Cumulative Pupil Record

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

Cumulative Pupil Record forms should include only the following information:

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

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

4.15 INTERNATIONAL STUDENTS**International Students**

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

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

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

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

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

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

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

5. ACADEMICS

5.01 CURRICULUM

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 students. The schools' curriculum meets all State, Archdiocesan and college requirements. Please note the requirements for graduation for St. Anthony High School correspond to entrance requirements for the University of California and the California State University systems.

It is important that parents 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 Curriculum page at:

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

Theology Curriculum

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

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

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

Advanced Placement and Honors Courses

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

Advanced Placement Program

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

- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry*
- AP English Language and Composition
- AP English Literature and Composition
- AP Environmental Science*
- AP Government & Politics

- AP Human Geography
 - AP Physics*
 - AP Psychology
 - AP Spanish Language
 - AP Spanish Literature
 - AP Statistics
 - AP Studio Art*
 - AP US History
 - AP World History
- * Not offered 2023-2024*

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. There is a fee determined by the College Board per exam for which parents are responsible. Fee reductions are available for those who qualify.

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

Homework

In order to achieve satisfactory results and maintain a 2.0 grade point average, a minimum of two hours of homework are required of each student each evening preceding a school day (Sunday through Thursday). This should be dedicated time free of distractions and interruptions. This amount of time is recognized as a minimum and should include completion of all written and reading assignments, reading and review of class notes, looking ahead to future chapters, and, when all else is completed, reading from a book of choice.

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 an unexcused absence, suspension, or 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 at the discretion of the teacher.

Graduation Requirements

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

- A record of good conduct and citizenship
- Successfully completion of a course in Theology during each semester of his/her enrollment
- Attendance at a retreat during each year of his/her attendance

- Completion all required Christian Service Hours
- Payment of all tuition/fee accounts
- Earned the minimum number of required credits:

A minimum of 270 Credits

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

Additional Academic Considerations

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

Graduation

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

A senior who does not satisfy all his or her course requirements by the end of her senior year and fails to graduate, must attend an accredited summer school program and attain a passing grade in the missing course(s) 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.

5.02 GRADING POLICIES

Grade Integrity and Grade Books

The teacher of each course determines the grade that each student receives, subject to the school's grading policy and expectations. Except in cases of clerical or mechanical error, fraud, bad faith, or incompetence, the grade is final. If an administrator suspects fraud or bad faith, he or she must consult with the Department of Catholic Schools before any action is taken. If a grading error is discovered after grades are submitted, the grade may be corrected only with the written consent and collaboration of both the teacher and elementary school principal.

A teacher's grade book (either a hard copy or electronic copy) is to be confidential and inaccessible to

students.

At the end of each school year, or upon a teacher's termination or resignation before the end of the school year, the teacher's grade book (either a hard copy or electronic copy), along with its legend or explanation of the grading scale, becomes the property of the school and will be retained by the school for at least five years. See the "Teacher Grade Books" entry in the Record Retention Schedule (sorted by category and record type).

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

Grading Scale

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

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

Computing of Quarter & Semester Grades

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

Grade change policy

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

Grade point average

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

Grade Reporting**Report Cards**

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

Academic Progress/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. Students and parents should contact the teacher regarding questions about academic progress.

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 within two weeks of receiving the grade:

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

Protocol for Appealing a Course Grade

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

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 an unexcused absence or 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 an excused absence, is at the discretion of the teacher.

Course Deficiency/Failure**Credit Recovery/Course Repetition**

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

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

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

Academic Dismissal

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

Courses Taken at Other Schools

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

Dual Enrollment at Community Colleges

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

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.

5.03 STANDARDIZED TESTING

Standardized Tests

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

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

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

HSPT

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

PSAT 9 and PSAT/NMSQT

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

SAT

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

ACT

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

STAR 360°

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

College Entrance Requirements

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

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

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

5.04 BREAK & 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 before school, at break, and during lunch, between the hours of 7:00 AM and 1:05 PM. The cafeteria is closed during class hours and passing periods.

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

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

5.05 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 in course syllabi.

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.

5.06 HONORS & AWARDS

Honor Roll

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

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

Honor Roll distinctions are:

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

Honor Societies

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

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

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

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

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

Sophomores, Juniors, and Seniors are eligible for the NHS. Students may not apply for membership. Membership is an honor bestowed on students on behalf of the school. However, selection is based on Scholarship, Leadership, Service, Character, and Citizenship. To fulfill the scholarship requirement, the student must have a recommendation and a cumulative scholastic average of 3.0.

- ***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 co-curricular activities, and demonstrated personal, spiritual, and intellectual growth.

5.07 TUTORING

Teacher Tutoring Hours

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

Private Tutoring

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

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

A school may arrange with independent contractors or entities not employed as teachers or staff at the school to provide tutoring on a fee basis. For individuals hired by the school as tutors, the Professional Services/Contractor Agreement may be used; for tutoring companies, the Independent Contractor Agreement is appropriate. To use archdiocesan facilities, the independent contractors or entities must have appropriate licenses, sign agreements to use the premises, and obtain liability insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the safe environment policies and vendor policies of the archdiocese.

5.08 ACADEMIC PROBATION, RETENTION/TRANSFER

Academic Probation

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

- Probation becomes effective 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 in whose class the students have earned a grade of D or F ways to improve performance.
- The student and parents need to sign an academic probation contract.

- Students will be required to participate in the Academic Monitoring Program (AMP) until achieving a 2.0 GPA for a grading period.

Academic Monitoring Program (AMP)

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

Academic Ineligibility

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

5.09 COUNSELING

Counseling Policy

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

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

- Provide advice and counseling regarding academic subjects, class selection for high school students, and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide students with referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions

- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns, achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed, insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians (see School Inclusion)
- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and financial aid; schools may also provide catalogs and information sessions

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

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).

Academic, College and College Counseling

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

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

Naviance Student

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

College Applications

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

Transcript Request

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

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

Letters of Recommendation

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

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

Financial Aid for College

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

FAFSA

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

Cal Grants

In order to be considered for the Cal Grant, the following steps must be completed: 1) completing the FAFSA: 2) the submission of the GPA verification from SAHS to the California Student Aid Commission. After these steps are completed, students can qualify for a Cal Grant based on merit and need. Cal Grants only apply to students attending colleges and universities in California.

CSS Profile

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

Personal Counseling

St. Anthony High School engages the services of Counseling Partners of Los Angeles 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.

5.10 VIDEO/FILM POLICY

Copyright Law

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

- Literary works.
- Musical works, including any accompanying words.

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

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

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

Teachers, instructors and religious education instructors (catechists) are permitted to use copyrighted materials without asking for permission from the copyright holders under what is known as "fair use." The following conditions must be met before educational use without permission is considered "fair." Special rules apply to use of materials outside the four walls of a classroom, for instance in online learning (see below).

Fair Use Allowance for Teachers and Classroom Purposes

Single Copy

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

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

Multiple Copies

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

- **The content of the copies is brief.** The following guidelines for brevity apply:
 - Complete poems of not more than 250 words or excerpts from not more than 250 words from longer poems may be copied.
 - A complete article, story, or essay of less than 2,500 words, or a maximum of either 1,000 words or 10% of any prose work with a minimum of 500 words may be copied.
 - One chart, graph, diagram, drawing, cartoon, or picture per book or per magazine may be copied.
 - "Special works" for children that combine pictures and have fewer than 2,500 words may not be copied in their entirety and only 10% of the words or not more than two (2) pages of special works that have more than 2,500 words may be copied.
- **Your decision to distribute copies in the classroom is spontaneous.**

- That is, you thought of distributing the materials so close to the time you have to use them in class that you could not seek and obtain permission for copying.
- **Your copying does not violate the rule against "cumulative effect."** This rule provides that you:
 - May make copies only for your class.
 - May not copy more than one short poem, article, story, or essay from the same author; more than two excerpts from the same author; or more than three poems, articles, stories, essays, or excerpts from the same anthology or magazine during one class term.
 - May not engage in multiple copying more than nine times for one class in one term.
- **Each copy identifies the creator and includes a notice of copyright.** Notwithstanding the copying allowed above, you may *not*:
 - Make copies to create, replace, or substitute for anthologies, compilations, or collective works
 - Make copies of works that are intended to be "consumable," such as workbooks, exercises, standardized tests and test booklets, answer sheets, and the like.
 - Make copies of the same material from term to term.
 - Make copies solely because the Principal requests copies.
 - Use copies as a substitute for buying books, magazines, reprints, etc.
 - Charge students for copies beyond the actual cost.

Screening Films, Videos, Documentaries, and Other Recorded Materials

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

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

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

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

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

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

Teachers shall inform parents/guardians if media are going to be used in the classroom and allow them to opt out.

Using Copyrighted Material on the Internet, in Online Presentations or Distance Learning

The "fair use" rules that apply to legally permitted use of copyrighted materials do **not** provide a blanket automatic permission for use in the online or internet setting. Generally speaking, unpermitted "fair use" of copyrighted materials for educational purposes applies only inside the four walls of a classroom. Once teaching or training moves online, the following additional rules apply as provided by the TEACH Act, 17 U.S.C. § 110(2)(A)-(D):

- You are teaching at an accredited nonprofit educational institution
- You have lawfully made or acquired the content (no bootleg or pirated copies)
- You are transmitting the following content: (a) a performance of a nondramatic literary or musical work (i.e., not a play or a musical or an opera), or (b) reasonable and limited portions of any other work, or (c) a work in an amount comparable to that which is typically displayed in the course of a live classroom session
- The content was not produced or marketed primarily for online classroom learning (you need permission and probably have to purchase a license for course materials developed for online use)
- You are the instructor (or someone acting at the instructor's direction or supervision) and the material is used as an integral part of a class and as a regular part of the course
- The performance or display is directly related to and of "material assistance" to the teaching content
- The transmission is only distributed to, and to the extent technologically feasible, is only received by, students enrolled in the course
- The educational institution has copyright policies in place, specifically: informational materials provided to faculty, students, and relevant staff members that accurately describe and promote compliance with U.S. Copyright Law, and notices to students that materials used in connection with the course may be subject to copyright protection (if you make this Chapter 10 in the Administrative Handbook available, you have complied with this requirement)
- Technological measures are in place that reasonably prevent retention of the work by the students for longer than the class session and prevent dissemination of the work to others
- You prevent conduct that could reasonably be expected to interfere with technological measures used by copyright owners to prevent retention or unauthorized dissemination

NOTE: These rules also apply to any instructional materials such as PowerPoint presentations used in web-based settings such as Zoom, Microsoft Teams, Adobe Connect and the like.

5.11 SUMMER SCHOOL

Summer School

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

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

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

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.

6.01 BEFORE & AFTER SCHOOL POLICIES AND PROGRAMS

Before & After School Policies and Programs

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

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

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

6.02 FIELD TRIP AND EXCURSION POLICY

Field Trip and Excursion Policy

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 co-sponsored 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 a student, parent, or employee of the school. Only Principal or Principal designee can authorize a field trip.

6.03 TRANSPORTATION

Transportation

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

Personal Motor Vehicles

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

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

a copy of that driver's license and proof of current insurance.

On-Demand Transportation Services

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

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

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

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

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

Vans

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

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

Youth Buses

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

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

School Pupil Activities Bus

A school pupil activities bus (SPAB) is any motor vehicle other than a school bus that is operated by a common carrier for the purpose of transporting K–12 pupils to or from a school activity. SPAB drivers are subject to the school bus regulations promulgated by the California Highway Patrol, except that SPAB drivers do not have to take first aid courses and are not allowed to drive school buses.

Commercial or School Buses

Locations may only hire buses, vans, or other passenger carriers from transportation companies that

have valid permits, licenses, or charters approved by the State of California and that maintain current insurance on their vehicles. Locations must verify this information through the California Public Utilities Commission and its list of passenger carriers.

Locations should further make sure that drivers of commercial or school buses that are transporting K–12 students inside the State of California have the appropriate driving certificate, which must be an SPAB driver's certificate or a school bus driver's certificate issued by the California Highway Patrol.

Prior to signing any contracts with bus companies or other transportation vendors, locations must submit the contracts to the archdiocesan Office of the Legal Counsel for review.

Minors Leaving On Their Own

Parents/guardians may grant permission for their children to leave school, the parish, or another location, or a location-sponsored event on their own. Persons in charge of the location must obtain from the parents/guardians a written, signed, and dated Permission to Walk/Bike/Drive from Location and Location's Sponsored Events form and file it with other permissions and waivers.

6.04 STUDENT GOVERNMENT

Associate Student Body (ASB)

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

Class Organizations

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

Elections Rules

Eligibility for Office

- The ASB President and ASB Vice President must be seniors and have at least one year's experience in student government.
- To be eligible to hold office, students must maintain the following:
 - Minimum 2.5 Grade Point Average (GPA) with no Ds, Fs, or Incompletes.
 - Satisfactory Conduct.
 - Satisfactory Attendance.
 - Enrollment in ASB/Leadership Class.
 - Registration for the Academic Year of Office.
 - 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, and ASB and Class Commissioners are appointed offices. Candidates must obtain an official Candidate Application from the Director of Activities and complete and submit it by the established deadline.

Authority

ASB Executive Board

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

Student Council

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

Class Council

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

ASB and Class Officers

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

http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286729&type=d&pREC_ID=658233

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 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 Administration for approval. The petition must include the following information.

- Club name.

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

Clubs, Organizations and Honor Societies

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

http://www.longbeachsaints.org/apps/pages/index.jsp?uREC_ID=286729&type=d&pREC_ID=658238

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 students must also sign a Dance Behavior and Dress Code Agreement. Dance tickets are not refundable.

Guest Pass

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

Behavior and Dress Code Agreement

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

Admission to Dances

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

the Winter Formal, or Prom is later found ineligible to attend for financial or any other reason will not be able to get a refund.

- All dances may fall between the hours of 7:00 p.m. and 12:00 p.m. No student will be admitted to a dance one half hour after starting time. Students may not leave the dance until it is over, unless a parent/guardian retrieves them.

Formal Dances (Homecoming, Winter Formal, Prom)

Formal and Semi-Formal Dances

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

Graduation Celebration/Grad Night

Grad Night

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

6.07 STUDENT PUBLICATIONS

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

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

Student Publications

Student publications are important elements of the instructional program and contribute directly to the school goals. The Principal is the publisher and has the legal responsibility for the newspaper, yearbook and any other publication. Copyright laws must be observed. The Principal may appoint a moderator who exercises whatever control is necessary regarding material submitted for publication. Before the material is printed and distributed, the moderator must review all material and submit a copy of the publication to the principal for approval.

Additionally, the principal (or the moderator, if one has been designated), shall:

- Establish a clear understanding of the purpose of the publication and the limitations on the editor's authority
- Confirm that topics are in good taste
- Assure that material complies with Catholic teaching
- Encourage students to treat others respectfully and avoid personally attacking people
- Require that students check facts carefully before publishing a story
- Have parents/guardians sign the Parent/Guardian Release for Student or Minor (Noncommercial)

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

Schoology

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

Signs and Posters

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

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

The Archdiocesan Parent/Guardian Release for Student or Minor (Noncommercial) indicate parental consent for publication/use of student name, image, voice and work. The Archdiocesan Parent/Guardian Release for Student or Minor (Noncommercial) form must be completed annually and can be accessed here: http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=Parent%2FGuardian%20Release%20for%20Student%20or%20Minor%20%28Noncommercial%29

6.09 SCHOOL RINGS

School Rings Policy

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

6.10 STUDENT IDENTIFICATION CARDS

Student Identification Cards

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

6.11 YEARBOOK

Yearbook—*The Anthonian*

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

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

6.12 ATHLETICS

Athletics

For over 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.

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

Sports Teams

St. Anthony High School fields the following teams.

Fall Sports:

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

Winter Sports:

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

Spring Sports:

- Boys Volleyball
- Girls Beach Volleyball
- Baseball
- Softball
- Boys Golf
- Boys Track and Field

- Girls Track and Field

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

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

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

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

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

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

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

Academic Credit for Participation in Team Sports

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

Sportsmanship Code for Spectators

Code of Ethics—Parents/Guardians

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

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

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

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

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

Coach/Trainer Certification

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

CIF

St. Anthony High School coaches comply with California Interscholastic Federation (CIF) *Blue Book* and National Federation of High School Association (NFHS) guidelines for sports.

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.

7.01 TUITION AND GENERAL FEES

Tuition:

- **\$10,700 (Catholic)**
- **\$11,000 (non-Catholic)**
- **\$16,000 (International Students)**

Information on Tuition and International Student rates can be found on the school website [HERE](#).

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

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

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

Other Fees (non-refundable)

- **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, 2023. The Re-Registration Fee for returning sophomores, juniors and seniors is \$550 and late fees apply on April 15, 2023. The Registration Fee is non-refundable. Registration fees are not deposits. The Registration Fee includes the following:
 - Annual Standardized Testing
 - Campus Ministry Program
 - FACTS tuition annual service fee
 - iPad/MacBook Air annual filtering license/ongoing program costs
 - Lab Fees (arts and science)
 - Yearbook
- **Apple Program Fee:**
 - Classes of 2025, 2026, and 2027 have use of a MacBook Air at no charge. This laptop is owned by the State of CA – Department of Education under the EANS program.
 - Class of 2027 have an Apple Care fee of \$240.

- Transfer Students in the Classes of 2024 purchase the Apple iPad and pay \$800 if paid in full up front or \$900 if financed over 12 months (July 2023-June 2024). This fee includes the case for the device
- **Technology Fee**
 - For Classes of 2025, 2026, and 2027: \$300
 - For Classes of 2024: \$100
- **Senior Fee:** \$565 (Includes Graduation, Senior Retreat, & Grad Night)
- **Monthly Transportation Fee** (for students who use the commuter bus system): See [Parking & Transportation](#) on the school website for fees.
- **Sports Participation Fee** (for student athletes only) (Does not include Spirit Pack Fees or Team Fundraising).
 - \$925 for Football
 - \$175 per other sport
 - Each student athlete is also required to sell a minimum of six golf balls (\$100) for entry into the Chopper Dropper opportunity in support of the annual Golf Classic. The Chopper Drop fee is billed at the time of participation in the first sport.
- **Facilities Use Fee:** \$250 for all students for maintenance and upgrades to the Main Campus, Errion Gym, and New Sports Complex (Clark Field).
- **Advanced Placement Exam Fee:** \$115 per exam.

Other Financial 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 register their student and two adults for the annual Saints Run 5K Run/Walk event.
- Uniforms and books are the responsibility of the parents.

7.02 TUITION COLLECTION

Tuition Collection

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

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

Delinquent Tuition

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

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

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 Business Office immediately to discuss the matter.

Tuition Adjustment Policy for Non-Completion of the Semester:

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

Other Payments

Fees and deductibles are billed through FACTS.

The return of a personal check for insufficient funds (NSF) by a bank will result in the assessment of a *\$30.00 charge plus collection fees* to the student's account. Parents are asked to remit the payment 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 4 and May 21.

The school reserves the right to:

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

7.03 TUITION ASSISTANCE

Tuition Assistance

St. Anthony High School, through the generosity of benefactors, is committed to making a Catholic education possible for as many young people and families as possible. This policy applies not only to

entering students but also to students already enrolled. It is a fact that financial situations change, and so a family is required to apply or reapply each year.

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

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

Tuition Assistance applications are available in November and must be returned by the published deadline. Parents 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 FAST AID for each student and upload a copy of their previous year's Federal Income Tax Return Form 1040 along with W-2 forms before the January deadline. These forms are then submitted to the Tuition Assistance Committee which determines the amount of assistance the student may receive. Families will be notified of tuition assistance awards by mail.

Catholic Education Foundation Tuition Assistance Program (TAP)

Catholic Education Foundation Tuition Assistance Program (TAP) applications are available in September for 8th Grade (Incoming Freshmen) applicants and November for both new and renewal high school applicants. Parents are required to complete a TAP application for each student and submit it to the school by the January deadline along with copies of supporting financial documents including previous year's Federal Income Tax Return and W-2(s). The Catholic Education Foundation will notify applicants of TAP awards by email.

Catholic Family Discount Program

A \$1000 tuition discount is available to families who will have a student both at St. Anthony High School and at least one other student in a Catholic elementary school. To qualify for this discount, families must have a household income of \$100,000 or less and provide income verification. Students receiving this discount must maintain all requirements as stated above. Parent/Guardian must provide a copy of the

current year tuition statement or letter from the Principal of that Catholic Elementary School as evidence of sibling's registration and attendance there. Please note: families receiving financial assistance from the Catholic Education Foundation do not qualify for this additional discount.

7.04 PARENT SERVICE AND FUNDRAISING REQUIREMENTS

Parent Service Hours

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

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

It is the responsibility of parents to complete the parent service hours requirement. 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

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.

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

Sports Participation Fee: \$175 per sport + \$100 Chopper Dropper Fee (billed with first 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: 8/4/2023

WINTER SPORTS: 11/1/2023

Other School Fees

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

8. DISCIPLINE

PHILOSOPHY

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

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

Discipline Program

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

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

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

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

Classroom Behavior

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

Discipline and Procedures

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

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

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

If the misbehavior continues, the student will be suspended.

Student Accountability

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

Agents of School Discipline

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

Due Process

- If a student contests a violation, he/she should first speak to the teacher or staff member who issued the detention. This conversation should happen within one week of receiving the violation.
- If the issue is not resolved, the student may request a meeting with the Dean of Discipline 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**
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.)
- **Campus Cleanliness**
 - All students have the responsibility for keeping the campus clean by throwing papers and garbage in the trash cans.

- All students must participate in campus clean up under the direction of the faculty, staff, and administration.
- ***Distribution of Literature***
Distribution of literature, advertising, questionnaires, etc. by students or any outside agency is not permitted on campus unless authorized by the Principal.
- ***Food in the Building***
 - Except on rainy days, food is not permitted in the buildings or classrooms.
 - Students who eat in the building will earn a detention.
- ***Gangs***
Any student who professes membership in a gang or publicly displays support for membership in gangs will be asked to withdraw from St. Anthony High School.
- ***Gum Chewing Policy***
Students will be issued a detention for chewing gum anywhere on campus during the school day. Violations may be issued by any member of SAHS faculty or staff.
- ***Hall Passes***
Any student who finds it necessary to leave the classroom during class must secure the permission of the teacher and must sign out on the classroom log. The student will be issued a hall pass to carry while out of class. Upon returning to class, the student must sign back in on the classroom log. Failure to follow appropriate procedures and/or abuse of permission to be out of class will result in disciplinary action.
- ***Jaywalking/Compliance with Traffic Regulations***
Students are to cross the streets bordering the school campus only at the marked crosswalks.
- ***Lockers***
Lockers are provided to students only by request, as needed. Although a student may have the use of a locker for his/her belongings, a locker is still the property of and under the control of the school and its officials. It is the proper function of the school authorities to inspect the student lockers upon reasonable suspicion to prevent use in illicit ways or for illegal purposes.
 - A locker can be requested by a student at the beginning of the school year. Students may not *change lockers or use another student's locker* without the approval of the 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 Apple Device. It is the responsibility of the student to properly take care of personal property.
- ***Public Displays of Affection***
It is the expectation of St. Anthony High School that Catholic values dictate the behavior of students at all times. Public displays of affection are not appropriate in a high school setting. Inappropriate displays of physical intimacy contradict the values of modesty and respect. They distract from learning. Any student engaging in inappropriate public displays of affection, physical or written, will be subject to disciplinary action. The administration reserves the right to determine what is appropriate behavior.
- ***Restricted Areas***
Students should not be present in restricted areas. Restricted areas include designated faculty areas; unsupervised classrooms; unsupervised gym, locker rooms and weight rooms; and any other unsupervised area. Unauthorized student presence in a restricted area may result in disciplinary action.
- ***Sales and Fundraising***
Sales or fundraising by a student or staff member for personal gain or for an outside agency is not permitted on campus unless authorized by the Principal.
- ***Unauthorized Student 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.

Disapproved Disciplinary Measures

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping.
- Language that is sarcastic or ridicules a student, his or her parents/guardians, or his or her family background.

- Using religious exercises or important class assignments as punitive measures.
- Bizarre and unusual punishments.
- Withholding or altering rightfully earned academic grades.
- Any disciplinary action that isolates a student without proper supervision.

Detention

No student shall be required to remain in the classroom during any break or lunchtime.

Detention before or after school hours is considered an appropriate means of discipline.

A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Detention Procedures

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

Students may receive any of the following types of detentions:

- **Teacher Detention**

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

- **Dean's Detention**

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

- **Saturday Detention**

Saturday Detentions are issued for failure to serve a rescheduled Dean's Detention, for recurrent downloading of unapproved apps, and for the accrual of 5 tardies to school in a semester. Saturday Detentions are held on campus, in the Gym, or at 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.

Rules for Teacher and Dean Detentions:

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

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

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

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

- Use of cell phone/electronic device and earbuds/head phones during school hours. (Item will be confiscated and given to the Dean of Discipline, and a \$25 fine will be assessed for the first infraction and a \$50 for any additional infraction.)
- Vulgar language.
- Wearing hoods/hats/sunglasses. (Item will be confiscated and given to the Dean of Discipline.)
- Writing on the school's or another's property.
- Other – at the discretion of the Administration.

Record of Violations

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

Penalties for Accumulated Violations

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

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

Restitution

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

Disciplinary Probation

A school may accept a student for admission on probation for an initial trial period if circumstances warrant it.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion or withdrawal.

The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.). At the high school level, a High School Disciplinary Probation Agreement must be completed and signed by parents/guardians.

Any student who accumulates 9 violations in a year or who commits serious rule infractions will be placed on Disciplinary Probation with a Behavior Contract. The length of probation shall not exceed one school year. Disciplinary Probation status removes the student from participation in co-curricular

activities including sports, dances, non-academic field trips, and student activities, as a participant or spectator. The terms of the restriction will be spelled out in individual contracts signed by all parties involved.

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

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

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

Suspension/Disciplinary Measures for Grave Offenses

Suspension

Any of the listed reasons for expulsion (see “Expulsion” below) with mitigating circumstances are adequate cause for suspending a student. The suspended student shall be responsible for all academic assignments while on suspension; however, no credit will be given for assignments, quizzes, and tests missed due to a suspension.

No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing archdiocesan investigation or a police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

The school must give notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference.

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

Types of Suspension

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

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

Expulsion

Reasons for Expulsion

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

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

Procedure for Expulsion

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal.

Written Records

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

Cases Involving Grave Offenses

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

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

Time of Expulsion

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

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

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

Reporting of Expulsions

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

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

Right to Make Exceptions

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

Home Study

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

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

Discipline Review Board

The Discipline Review Board is composed of the Vice Principal, Assistant Principal of Student Affairs, and three appointed faculty members. The Discipline Review Board acts as an advisory board to the

Principal, who is not present at Board meetings. The Assistant Principal of Student Affairs may convene the Discipline Review Board for serious or chronic misconduct, or parents may request that the Board meet to revisit disciplinary decisions. In cases where a decision has been made by the school, the Board can recommend to uphold, reduce, or increase the consequence. After the hearing, the Discipline Review Board makes a recommendation to the Principal as to the disposition of the case. This could be either a Behavioral Contract, expulsion or other appropriate action. The Principal makes the final decision in disciplinary matters.

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

Archdiocesan Grievance Process

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

Academic Integrity Policy

Academic Integrity

St. Anthony High School students are expected to demonstrate high standards of academic integrity 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.

The core values underlying and reflected in academic integrity are:

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

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

Copying, Cheating and Plagiarism

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

- Plagiarism - representing someone else's work or ideas as one's own without giving credit to the source.
- Using artificial intelligence to generate assignments.
- Receiving or knowingly supplying unauthorized information.

- Copying the work of another student or permitting copying by another student during an exam.
- Possession of any unauthorized materials during an exam.
- Changing an answer after work has been graded and presenting it as improperly graded.
- Copying and submitting the homework, notebook, assignment or project of another student or person.
- Permitting the copying of homework, notebook, assignment or project.

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

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

Consequences for Copying, Cheating and Plagiarism

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

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

Depending on the value of the assignment or type of cheating, or if numerous students conspired together, the Administration reserves the right to elevate to second or third offense consequences.

Student Harassment, Bullying, and Hazing Policy

This policy, which encompasses all inappropriate behavior, including harassment, bullying, and hazing, must be published in the parent/student handbook and applies to all students. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Harassment of employees, parents/guardians, and other adults in the school community are addressed elsewhere in separate policies.

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

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

Harassment and Bullying

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person
- Unwanted physical touching, contact, or assault
- Deliberate impeding or blocking of another's movement
- Intimidating interference with normal work or movement
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

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

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

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

Hazing

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

Student Threats

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

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

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

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

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

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

Substance Abuse and Possession of Alcohol or Controlled Substances

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

Guidelines Related to Possession and Use

All school policies must comply with state and federal laws that prohibit the use, consumption, sale, or delivery of alcohol or tobacco to persons under 21 or of controlled substances (including cannabis and cannabis-containing products that could be physically or mentally impairing) to persons of any age, without a prescription. The policy should be clearly articulated in the parent/student handbook. The school should consult law enforcement agencies when an alcohol, tobacco, cannabis, cannabis-containing product that could be physically or mentally impairing, or other controlled substance violation occurs or the school learns of a violation, with each case judged individually.

The Archdiocesan "No Smoking" policy also applies to vaping and the use of e-cigarettes, which may not be sold or used by persons under age 21, except for active duty military personnel over age 18.

If students or their friends experience problems related to the use of alcohol, tobacco, cannabis, cannabis-containing products that could be physically or mentally impairing, or other controlled substances, the students should be encouraged to seek help from a school counselor for themselves or their friends. School personnel should have access to public or private resource agencies for substance abuse rehabilitation so that they can offer help to students and parents/guardians.

If a student is known to be dealing in controlled substances or providing alcohol, tobacco, cannabis or cannabis-containing products that could be physically or mentally impairing, on or off campus, or if a student is convicted in court for sale, possession, or use of controlled substances, the student may be asked to withdraw from the school or may be expelled.

Procedures in the Case of Suspected Possession or Use

In cases where school administrators suspect a student's possession or use of alcohol, tobacco,

cannabis, cannabis-containing products that could be physically or mentally impairing, vaping devices or other controlled substances on campus, school administrators should follow these procedures:

- Evaluate observable symptoms.
- Attempt to determine if the student is in possession of alcohol, tobacco, vaping devices, cannabis, cannabis-containing products that could be physically or mentally impairing, controlled substances, or other harmful substances.
- Interview the student in the presence of an adult witness.
- Request the student's cooperation in conducting a search of his or her person and possessions (the search may include the locker, other locations on the school grounds, or the student's car, backpack, or purse if administrators suspect that controlled or other harmful substances may be hidden).
- Determine if the student needs medical attention; if the student requires emergency medical treatment, contact the parents/guardians and follow the instructions on the student's Emergency Card.
- Recommend that a physician examine the student.
- Provide information to parents/guardians regarding the availability of public or private resource agencies for rehabilitation.

In cases where school administrators verify a student's sale or possession of alcohol, tobacco, cannabis, cannabis-containing products that could be physically or mentally impairing, vaping devices or other controlled substances, school administrators should follow these procedures:

- The administrator should confiscate all physical evidence obtained as a result of the investigation: seal the evidence in a container bearing the date and time of confiscation, the name of the student from whom it was confiscated, and the signature of the person who confiscated it.
- The administrator should consult police. The degree of police involvement will be determined in each case.

If the student is arrested and removed from school, the law enforcement agency notifies the parents/guardians prior to the time that the student would normally return home from school. However, the school principal shall take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student is reportedly being taken. See Removal of a Student from School during School Hours. Even if an arrest does not occur, the student may be suspended from school. The school should promptly arrange a conference with the parents/guardians and student.

School Searches

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

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law

enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

Expectations of Privacy

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation

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

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

9. LAW ENFORCEMENT

9.01 Interview and Removal from School of Students by Police Officers

Interview of a Student by a Police Officer

When they are investigating matters involving child abuse or neglect, law enforcement and child protective agencies are entitled under law to interview students and other minors at school or during parish activities. The person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification and must also confirm that the interview is being conducted as part of his or her professional duties.

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

Removal from School of Students by Police Officers

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

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

9.02 INTERVIEW OF A STUDENT DURING SCHOOL HOURS BY A POLICE OFFICER

Interview of a Student during School Hours by a Police Officer

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

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

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

9.03 INFORMING THE PARENT OR GUARDIAN WHEN A STUDENT HAS BEEN REMOVED FROM SCHOOL BY A POLICE OFFICER

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

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. See Removal of a Student from School during School Hours. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. See Removal of a Student from School during School Hours. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge should always obtain the following information:

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

10.ELECTRONIC USAGE POLICIES

10.01 Electronic Devices

School Internet Policy

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

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

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

Acceptable use:

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

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, caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school does not assume any responsibility for the accuracy or quality of information obtained through this service.

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

General Policies

- The iPad/MacBook Airs distributed for educational purposes are the property of St. Anthony High School. The school owns all hardware and accessories provided through the iPad/MacBook Air Program. Parents/guardians pay a one-time fee to cover the use of the device, the charger, purchase of apps, internet line and professional development for faculty.
- St. Anthony High School retains the right to collect and/or inspect the 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/MacBook Air with them at ALL TIMES. St. Anthony High School is not responsible for any iPad/MacBook Air 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/MacBook Air can be issued.
- Users must respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- iPad/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 jailbreaking.

Instructional Preparation and Practice

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

Care and Security

- Users may not, under any circumstances, log on under or use another user's account or iPad/MacBook Air.
- Users may not share passwords.
- Students are required to lock their iPad/MacBook Airs using a passcode. This passcode is generated by the student.
- Students are required to have a protective iPad/MacBook Air cover on their iPad/MacBook Air at all times and to transport the iPad/MacBook Air in a safe manner, preferably in a backpack. Students participating in after school activities MUST have their backpacks locked in a classroom or school/gym locker.
- When 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, iPad/MacBook Airs must be securely stored in a locked locker or locked classroom.
- When walking to or from school, riding on a bus or in any public place, students are advised to be safe and smart. Do not use or show your 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 speech, criminal skills, and chat rooms.
- Computer, iPad/MacBook Air, email, Internet and Intranet users shall respect the privacy of other users on and off campus.
- Recording of an individual without that individual's permission is prohibited.
- Any recording device, including but not limited to iPad/MacBook Airs, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any

student, visitor, staff member, faculty member, and/or administrator, on or off the campus, at any time.

- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, profanity, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to St. Anthony High academics, co-curricular events and school community life.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising or political lobbying is prohibited.
- The use of St. Anthony High School's technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of St. Anthony High School is prohibited.
- Users of the Internet will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or Technology Coordinator. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.
- Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public internet site, chat room, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.
- Students may not post images of teachers, staff or other personnel on the Internet without receiving written permission from the individual(s) involved.
- Students may not use the cameras or audio/video recording features on their iPad/MacBook Airs.

Device Monitoring

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

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

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

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

Students should be aware that no matter where they are, on campus or off, downloading of an app to their 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/MacBook Air. Instructions to turn this feature off are located on the school's website. If a student wishes to have a particular app approved, he or she must email the Director of Technology before you download. Any other questions, please see the Director of Technology.

Disclaimer

St. Anthony High School is not responsible for any damages suffered including personal injury, loss of data resulting from delay, non-deliveries, service interruptions or inaccurate information. The person operating the 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/MacBook Air repair cost to repair.

ALL repairs must be coordinated through the St. Anthony High School Technology Department. Students may NOT repair the iPad/MacBook Air 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 Airs and establish cost to repair. 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/MacBook Air that is the same generation iPad/MacBook Air that the student is currently using. Students are NOT allowed to upgrade their device.

Cell Phones and Personal Electronic Devices

The use of cell phones, personal electronic devices, smart watches, personal portable speakers, and earbuds/headphones on the main campus and in the school building is prohibited during school hours. Students may not use these devices from 7:55 AM until the end of the school day. Students may bring these devices to school, but they must be turned off and out of sight during the school day. Cell phones must be placed in cell phone caddies during classes. Cell phones on "vibrate" or "silent" are never considered "off." 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.

Acceptable Use and Responsibility Policy for Electronic Communications ["Archdiocesan AUP"]

Definitions and Coverage

The Acceptable Use and Responsibility Policy for Electronic Devices ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the Archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards and procedures of the Archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- using devices appropriately from a social and moral perspective
- maintaining data confidentiality
- protecting proprietary, confidential, and privileged data, and personally identifiable information
- maintaining the integrity of security controls and passwords
- immediately reporting any suspicious conduct or actual violations, and
- other activities implicated in the use of electronic devices.

The Archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

All materials and information created and used, in any medium, in the course of activities for or on behalf of the Archdiocese or an Archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") are assets of the Archdiocese and/or the Location, as appropriate.

Definitions

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

smartphones, computers, laptops, tablets, photographic, audio and video equipment, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios, and other communications equipment that may be created in the future.

- Electronic communication **materials** include but are not limited to emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, shared, saved, forwarded, printed or otherwise accessed or stored.
- **Person in charge** refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor/parish administrator, parish life director, pastoral associate, or business manager at a parish; the principal or president of a school.
- **Location** refers to an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

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

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

- All electronic communication systems, devices, and materials used at any Location
- All electronic communication devices and materials taken from a Location for use away from the Location
- All personal devices and materials brought from home and used at a Location
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or a Location may be implicated in their use
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, parents, employees, staff, or contractors in connection with any activity of the Archdiocese and/or the Location

Ownership and Control of Communications

All electronic communication systems, devices, and materials, provided to users by the Archdiocese or the Location, are to be used primarily to conduct official Location and/or Archdiocese business, not personal business, whether during or outside regular business hours.

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. The Archdiocesan AUP applies to all uses.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove and/or disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The Archdiocese also cooperates with law enforcement officials or others, without prior notice. Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices or materials. The Archdiocese reserves these rights with respect to systems, devices and materials not owned by the Archdiocese when they are used under circumstances that implicate the Archdiocese.

"Cloud" or Hosted Electronic Communications, Data Processing and Storage Services

All hosted or "cloud-based" services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet (e.g., Google Apps services,

Microsoft Office 365, hosting of web sites or E-Commerce sites) must be approved and under contract by the Archdiocese or Location. To avoid the potential loss of control of the Location's electronic communications services, all services used must be in the name of the Archdiocese or Location, not in the name of any individual or volunteer group.

Domain Name Registration Policies

Domain name registrations must be in the name of the Archdiocese or the Location, not in the name of any individual or volunteer group. The registrant and administrative contacts for all domain names must use the Location's or Archdiocese's business street address and the phone number and email address of a person in charge at the Location or Archdiocese to manage domain name registrations. The archdiocesan administrative offices offer Locations delegated domain management services **for free!**

Internet Safety Policy (Compliant with the Children's Internet Protection Act)

The Children's Internet Protection Act applies to the use of any device accessed or used by minors at a school or library. All schools and libraries must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the person in charge at the school or library.

No unauthorized personal identifying information regarding minors may be disclosed, used, or disseminated without proper authorization by the person in charge at the school or library.

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

No person may engage in unlawful activities online, including hacking any system while using Archdiocese or Location devices or while at any school or library.

Prohibited Practices for All Users

Users of all electronic communication systems, devices, or materials covered by the Archdiocesan AUP shall NOT:

- Access or manipulate devices, services, or networks without permission or express authority
- Create any internet presence (e.g., website or social media account such as for TikTok, Twitter, Snapchat, Instagram, Facebook, YouTube or GoFundMe) that uses the name of the Location or the Archdiocese unless the presence is owned or controlled by the Location or the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social media in such a manner that readers/viewers are led to believe that the website or social media are official sites or media controlled by the Location itself
- Post or cause public distribution of any personally identifying information without authority, permission of or review by a responsible adult person (in the case of information about a minor), or without permission or review of a person in charge. Personally identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs

- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying
- Knowingly access, view, post or distribute pornographic, indecent or brutally violent materials
- Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status
- Engage in improper fraternizing or socializing between adults and minors
- Engage in cyberbullying, sexting, shaming, or other abusive online behavior
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of copyrighted materials, music, videos, film or software (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
- Damage, alter, disrupt, or gain unauthorized access to devices or systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
- When conducting business for a Location or the Archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location (e.g. do not use personal Yahoo, Gmail, Hotmail accounts for official Location or Archdiocesan business)
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices that do not have active, monitored filtering of prohibited materials (See Internet Safety Policy)
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring (See Internet Safety Policy)
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Violate any other applicable federal, state, or local laws or regulations

Consequences of Violations of the Electronic Communications Policy

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

General Security and Use Policies for Electronic Communications

- All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable. See Document Retention.
- Mass emails, group texts, or postings to groups such as "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.
- Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.
- User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location. At least two authorized persons should have access to these accounts, one of whom should be the person in charge.
- Do not disclose User IDs and passwords to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.
- Change Passwords to user accounts regularly. Avoid using the same password for user accounts with different providers.
- All information systems that create, store, transmit, or otherwise publish data or information (e.g., a website) must have authentication (ability to verify the identity of the user) and authorization systems (e.g., individualized user accounts) to prevent unauthorized use, access, and modification of data and applications.
- Any electronic medium that is intended for use by the general public may allow access as long as the medium does not allow unauthorized posting and modification of the official information.
- All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, malware, tampering, or other system breaches to the person in charge of the Location.
- Back up critical information periodically onto backup storage. Store backed up information in a safe place that is available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- Protect computer networks and physical hardware from unauthorized use. Both local physical access and remote access must be controlled.

- Complete archdiocesan information is accessible exclusively through ACES and all employees, clergy and similar users are encouraged to obtain and use an ACES account as their preferred business account.

Electronic or Digital Signatures

Locations wishing to reduce their use of paper forms may choose to rely on electronic forms for applications, registrations, acknowledgments of receipt, contractual agreements, etc. When deciding to use electronic forms, locations should keep in mind that editing software can enable users to make changes, which may compromise the integrity of the documents. Furthermore, although electronic communication devices have individual identifiers, those identifiers do not necessarily identify the person using the device.

Nonetheless, documents created and stored electronically, and "signed" electronic documents such as email messages *may be* legally binding, if the parties' communications demonstrate an intent to be bound. However, locations should exercise great caution in relying on electronic or digital signatures for documents that are intended to be binding, such as tuition agreements, employment contracts, health authorizations, or liability waivers. For such documents, locations must heed the following guidelines:

An electronic or digital signature can have the same force and effect as a handwritten signature provided that it is:

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed, the digital signature is invalidated, and
5. Uses either Public Key Cryptography (PKC) or Signature Dynamics to encrypt the data.

All five requirements must be met for the electronic or digital signature to be considered authentic and legally binding by California courts. Commercial services are available that offer electronic/digital signature authentication.

Webmasters for locations must ensure that the "socket" used for linking to a signature portal is appropriately secure.

The use or acceptance of an electronic or digital signature is at the option of the parties to the transaction; in other words, one party or the other can insist on a "wet" handwritten signature. For documents that do not call for binding legal effect, such as sign-ups for Eucharistic adoration, co-curricular activity registrations or parent volunteer assignments, locations may choose simple accept and click "signatures" or email or other electronic responses, with the understanding that the authenticity and validity of such signatures can be challenged.

"Bring Your Own Device" (BYOD) Policies for Students

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

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

Responsibility for Personal Devices and Their Use

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP").
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the Archdiocesan Administrative Handbook (see School Searches).
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures.

Each school may develop its own additional BYOD guidelines to accommodate its individual situation, but all guidelines must be consistent with the policies in Communications Policies and Students and Families. Parents/guardians must sign the Bring Your Own Device Policy Acknowledgement Form indicating their agreement with the school's BYOD Policy.

"Bring Your Own Device" (BYOD) Policies for Clergy, Religious, Staff and Volunteers

This policy applies to any electronic communications devices not issued or owned by a Location or the Archdiocese and used on Location or Archdiocesan premises during business or school hours for business or school purposes; it also applies to any personal electronic communications device that is used in such a manner that the Archdiocese may be held responsible for its use.

Responsibility for Personal Devices and Their Use

- All users of personal electronic communications devices are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP").
- Use of personal devices on Location or Archdiocesan premises is by permission only.
- Users are solely responsible for their own personal devices. The Archdiocese of Location assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP.
- Users are expected to keep their devices secure at all times.

Each Location may develop its own additional BYOD guidelines to accommodate its individual situation, but all guidelines must be consistent with the policies in Communications Policies.



11. ACCEPTANCE OF HANDBOOK FORM

ST. ANTHONY HIGH SCHOOL

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

Please read handbook and this agreement carefully before signing!

Student Name [Print] _____ **Grade** _____

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

Date: _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Student Signature _____

iPad/MacBook Air PROGRAM ACCEPTABLE USE POLICY SIGNED AGREEMENT

Student Name _____ **Grade** _____

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

Date: _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Student Signature _____

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