

# St. Anthony High School

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## PARENT/STUDENT HANDBOOK 2008- 2009

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

### Mission Statement

The mission of St. Anthony High School, a Catholic, co-educational, parish high school, is to provide an affordable, quality education for students in the greater Long Beach area and its surrounding communities through spiritual, academic, and extracurricular programs that will enable them to become productive members of a complex, technological, and global society.

FULLY ACCREDITED BY

THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES  
THE WESTERN CATHOLIC EDUCATION ASSOCIATION

**This Parent/Student Handbook belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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### Student/Parent Signed Agreement

-Tear off, sign, and return

## I. THE HERITAGE

St. Anthony High School was founded in 1920 when the Immaculate Heart Sisters added secondary grades to the already existing elementary school. From modest beginnings and through periods of great stress, and the determination of great pastors like Monsignor Bernard Dolan and Monsignor Ernest Gualderon, St. Anthony High School has always sought new ways to respond to the changing needs of the Catholic families it serves.

In 1941, the small co-educational high school was divided into two schools. The Immaculate Heart Sisters continued in directing the girls' school, and the Brothers of Holy Cross were sent from the University of Notre Dame to structure and teach in the boys' school. The two schools flourished and together became the largest Catholic high school in the West.

In 1968, the schools became one again. Today, the school has 275 students from Long Beach and surrounding areas. Thousands of men and women have been strongly influenced to be active members of the Church, community and family. The school is staffed with lay persons. Many staff members are graduates of St. Anthony High School.

### **OUR PATRON – ST. ANTHONY OF PADUA His Feast day is celebrated on June 13<sup>th</sup> PREACHER OF GOD’S LOVE**

Anthony of Padua, as he is known for the most part, was not born in Padua. He spent only a very short period of his life there, namely, the very end of it. Born in 1195, Anthony died at the age of 36 on June 13, 1231.

St. Anthony is the “Saint of the Whole World” – a universal Saint – for a universal Church. People pray to St. Anthony about a variety of life’s challenges – especially to find lost objects. The reason for this is that he became lost in the vision and ideals of St. Francis. Only then did he find himself, for as the Gospel says, “Whosoever shall lose his life for my sake, shall find it.”

We know hardly anything certain about his youth. The first account of Anthony’s life, written immediately after the Saint’s canonization, accents his spirit of deep contemplation and union with God. His simple humility was so complete that some friars thought he knew more about washing dishes than explaining Sacred Scripture. His spirit of self-denial was coupled with a burning apostolic zeal, even to the extent of willingness to become a martyr.

Perhaps one of the most famous stories about the Saint concerns an appearance of the Child Jesus, which reflects the central place of the Incarnation in his sermons. **In his own words: “Jesus’ place should always be in the center of every heart. From this center, as if from a sun, emanate rays of grace to each of us.”**

Customs of Devotion to St. Anthony: **St. Anthony Bread** means that when a person prays to the Saint for a favor, s/he promises to give a gift (bread) to the poor or some charitable cause. **St. Anthony Lilies** – The Saint is often portrayed holding a lily. This beautiful flower has long been regarded as a symbol of integrity. In many parts of the world, lilies are in bloom in the middle of June when his feast day is celebrated.

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### **ALMA MATER**

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

### **COLORS**

**Purple and White**

### **MOTTO**

**Spes Nostra – Our Hope**

### **NICKNAME**

**Saints**

## The glory of thy name.

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## II. PHILOSOPHY, GOALS, & OBJECTIVES

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, athletic and co-curricular activities that develop the whole person
- Offering structure and discipline to increase student awareness of their social and individual responsibilities

### **The faculty and staff are committed to:**

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

## GOALS AND OBJECTIVES

### **Religious**

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

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

### **Moral**

#### **Integrate Christian truth and values into daily life by:**

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

### **Academic**

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

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

### **Physical**

**Develop proper physical and emotional fitness habits by:**

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

### **Cultural**

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

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

### **Emotional**

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

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

### **Social**

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

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

## **Expected School-wide Learning Results**

Through the teaching of our Catholic faith, the following are **Expected Learning Outcomes, or (ESLRs)** for Saint Anthony High School:

### ***By graduation a student should be:***

#### ***A Christ-centered person who:***

- Actively participates in their faith community
- Has a foundation in Catholic teaching
- Respects, values, and serves God, family, and others

#### ***A community contributor who:***

- Appreciates diverse cultures, recognizes similarities among people and values those differences
- Has developed a sense of morality
- Assumes an active role in contributing to community needs
- Acts as a responsible member of a global society

#### ***A complex thinker who:***

- Can identify, analyze, hypothesize and evaluate knowledge from complex sources when solving problems
- Thinks and expresses themselves creatively, independently, and effectively
- Can make value judgments when faced with moral dilemmas

#### ***An active participant in a constantly changing environment who:***

- Utilizes technology to assess, evaluate, and communicate information
- Effectively communicates
- Collaborates with others
- Assumes a variety of roles in group settings

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### III. ADMINISTRATION, FACULTY & STAFF

#### ADMINISTRATION

President	Gina Rushing
Principal	Mike Schabert
Vice-Principal	Dawn Cassady
Assistant Principal Associate Dean Facilities Manager	Joe Banfield
Dean of Students	Brian Walsh
Athletic Director	Brian Walsh
Campus Ministry	Lissette Martinez
College Counseling	Roxana Rodriguez
Caruso Library/Media Center Freshman Counselor	Susan Brennan
Student Activities	Marciea Ball

#### SUPPORT STAFF

Registrar	Lori Walker
Principal's Secretary	Denise Mejia
Business Office Manager	Lupe Rucker
Front Desk/Attendance & Dean's Assistant	Patty Redding
Development & Alumni Affairs	Alise Moncure

#### MAINTENANCE

Earl John- Plant Manager  
Lucila Gonzalez- Field Custodian

#### BUS DRIVERS

Maria Ramirez

#### DEPARTMENT CHAIRPERSONS

HUMANITIES	Dawn Cassady
MATHEMATICS/SCIENCE	Edgar Salmingo
RELIGION/ SOCIAL STUDIES	Joe Banfield

#### FACULTY MEMBERS

Marciea Ball- English/PE  
Joe Banfield- Social Studies/Religion  
Dennis Boaz- Science  
Dawn Cassady- English  
Hazel Dulay-English/Religion  
Paolo Garcia- English/Religion  
Jennifer Gonzalez- Spanish  
Clay Kennedy- Social Studies/Technology  
Mike Lloyd- Music  
Lissette Martinez- Religion  
Jim Miller- Science/Math, Tech Coord.  
Tanya Rivas- Fine Arts/Social Studies  
Yesenia Salcido- Foreign Language  
Edgar Salmingo-Science/Math, Yearbook  
Joe Sobieralski- Fine Arts/Math  
Samuel Torres- Science

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## **IV. Student Council and Parent Association**

### **Student Government**

All students are members of the Associated Student Body. 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. The Associated Student Body government attempts to make the students more involved in government affairs in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects. All activities of the Student Council are under the direction of the Director of Student Activities.

#### **2008-2009 Associated Student Body Officers**

President.....Joey Mendoza  
Vice President.....Eddie Villatoro  
Treasurer.....Roxana Laub  
Secretary.....Bryan Jasmin

#### **2008-2009 Class Officers**

##### **Seniors**

President.....Kim Victorio  
Vice President.....Brian Aquino  
Secretary.....Taylor Cochran  
Treasurer.....Hephzibah Eniade

##### **Juniors**

President.....Antoine Roy-Condron  
Vice President.....Tata Dolgorouky  
Treasurer.....Tian Walker

##### **Sophomores**

President.....Robert Raphael  
Vice President.....Ed Acepcion  
Treasurer.....Warren Hornberger

### **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:

1. Promote and support Catholic education
2. Provide an opportunity for parents to actively participate and assist in academic/spirit development of the students
3. Work in harmony with the administration and faculty of the school
4. Develop and provide means through which the parents may become better acquainted with each other
5. Provide parent education enrichment
6. Develop and provide financial assistance for the school
7. Encourage the faculty, students, alumni and community to support all sports teams of St. Anthony High School
8. 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/Principal, in order to plan and prepare for major fundraising events. The 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.

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## **V. General School Information**

### **Principal's Right to Amend**

The principal reserves the right to amend the Student/Parent Handbook at any time during the school year. Students and parents will be promptly notified of any such amendments.

### **Communication with the School**

Under ordinary circumstances, classes will not be interrupted to relay telephone messages to students. In an emergency situation, parents will be asked to explain the nature of the emergency to an administrator before a class will be interrupted.

- ☞ St. Anthony High School does not allow petitions to be disseminated on campus. Students, parents and faculty members must use the existing school processes and procedures for communicating with the school.
- ☞ 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. Contact the teacher or program coordinator to discuss the situation;
  2. If parents do not receive satisfaction, call the Vice Principal relative to curriculum or grading problems OR call the Dean of Students for discipline problems;
  3. The parents must contact the Principal if the situation has not yet been resolved. If a student is experiencing any personal, family, or health problems that could affect his/her academic performance, parents are strongly advised to share this information with the school by contacting the Principal, Vice Principal, or an advisor. This information will be shared discretely with teachers and other appropriate personnel so that the student can be assisted in successfully completing his/her schoolwork.

### **Non-Discrimination Policy**

St. Anthony High School, mindful of its mission to be witness to the love of Christ for all, admits students of all races, colors, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Anthony High School does not discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational, disciplinary, or admission policies, its scholarship programs, or its athletic or other school programs.

Likewise, St. Anthony High School does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

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

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

## **Actions/Attitudes of Parents, Guardians or Others**

Every parent/guardian or other person who reproaches, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor. (Education Code: 44811)

If a teacher or administrator is "insulted or abused" by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place where the teacher is assigned, that person is also guilty of a misdemeanor. (Education Code: 44812)

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 (Education Code 13560).

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.

## **Admission Guidelines**

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

- St. Anthony High School is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "to teach as Jesus Did."
- St. Anthony High School accepts students on a space available basis.
- St. Anthony High School charges tuition for its educational services.
- St. Anthony High School has admissions requirements pertaining to academic standards and behavior.

## **Admission Procedures**

The following procedures for testing and evaluation applicants to St. Anthony High School will be followed:

- An elementary report card and archdiocesan recommendation form are required for all incoming freshmen.
- The entrance examination for all incoming freshmen is to be administered on the day established by the archdiocesan school calendar.
- Some students may show skill deficiencies as indicated by scores on their placement examination and may be required to attend and successfully complete the school's summer program.
- An interview with student and parents is included in the admission process.
- Notification of admission status is to be given on the dates indicated on the archdiocesan calendar.
- A complete transcript for each student is requested from the elementary school at the end of the school year.
- Students applying for sophomore and junior year need an official transcript of all secondary work completed and a discipline clearance from their current school.

\*Senior transfers are accepted only under special circumstances.

- **FOREIGN STUDENTS**

- Any student from another country may attend St. Anthony High School providing he/she can demonstrate a proficiency in English as determined by the school. Proper I20 forms must be completed and submitted to the Department of Catholic Schools. St. Anthony High School does not issue I20 Forms.

### **Financial Policies & Obligations**

St. Anthony High School spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice which cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the academic program for all of our students and faculty.

St. Anthony High School contracts with an outside agency to collect tuition. Registration with this company is mandatory for ALL families. Failure to register with tuition collection agency will impact enrollment at Saint Anthony High School. Tuition is due as published.

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

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

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

### **Tuition Assistance**

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

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

Financial Aid Forms are available in early February and must be returned by the published deadline of March 6, 2009. All continuing students on financial aid will receive forms through the mail with the deadline for submitting the completed papers to be March 6, 2009. All students applying for aid must meet the 2.00 GPA minimum requirement in order to be eligible for consideration. Students must maintain a 2.00 GPA, or forfeit eligibility for financial assistance.

Although financial aid is given on a year-to-year basis, it is subject to cancellation at the end of any semester for any reason. Parents are required to complete financial statements and provide a copy of their previous year's Federal Income Tax Return including W-2 forms. These forms are then submitted to Administration and they determine the amount of assistance the student may receive.

**Deadline to submit financial aid applications is March 6, 2009.**  
**Applications for the Archdiocesan Tuition Assistance will not be accepted late. There are *no exceptions*.**

### **Student Records**

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

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

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

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

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

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

### **Permanent Student Records**

Permanent student record cards include the following information:

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

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

### **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 four types of student withdrawal:

### **1. 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.

### **2. Disciplinary Withdrawal**

Upon the recommendation of the Discipline Board and/or dean of discipline and with the approval of the principal, the dean of discipline will inform parents and students of the school's decision for withdrawal. The dean of discipline will also inform the Registrar's Office of the withdrawal. In most cases the dean of discipline 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 dean of discipline 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.

### **3. 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.

### **4. 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.

## **Immunization Requirements**

The California State law requires immunization against polio, measles, diphtheria-tetanus for first admission students. Students must also have a tuberculosis test if they are entering a California school for the first time. For further information see Appendix B.

## **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 must present themselves at the Main Office if they are seeking information or have business to conduct with the school.

## **Student Deliveries Policy**

The main office will not accept deliveries for students. This includes lunches, flowers, gifts, etc. Such deliveries are disruptive to the educational program.

## **Parking**

No student should drive or park on school grounds unless they have been given specific permission of the Dean of Students. Any student who drives recklessly in the parking lot or in the immediate vicinity of

the school will lose his privilege of bringing a car to school, 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.

A limited number of parking passes for students are available. A student may purchase a parking pass for \$50 for the year. The School assumes no liability for damages or theft (same rules as public parking lots). All students should register the car or cars that they drive to school with the Dean of Students for security reasons.

### **Jaywalking/Compliance with Traffic Regulations**

Students are to cross the streets bordering the school campus only at the marked crosswalks. "Jaywalking" is illegal and carries a substantial financial penalty.

### **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.

Loss of books or other 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, which is located in the Registrar's Office.

### **Faculty Areas**

Students should not be present in designated faculty areas.

### **Textbooks**

Textbooks are the property of the school and must be treated as such. Students are responsible for keeping their textbooks in good shape. Books must be covered and cannot be written in. Students/parents will be billed for replacement cost of lost or mistreated books.

### **Lockers**

Lockers are provided as a service by the school. 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 is assigned to each 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 of Students
- 📖 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. All textbooks found in lockers after this date will be discarded or resold without credit to the owner.

- 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 of Students immediately.

### **Hall Passes**

Any student who finds it necessary to leave class during class must secure the permission of the teacher and must be issued a hall pass. Failure to follow appropriate procedures and/or abuse of permission to be out of class will result in disciplinary action.

### **Breaks and Lunch Period**

Except on rainy days, food is not to be eaten in the buildings or classrooms.

- All students have the responsibility for keeping their 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.

### **Phone calls**

If parents must contact their student in emergency situations, a message can be left with Ms. Redding at extension 0. A phone is available in the office for students to use if they need to call home in the case of an emergency.

### **Electronic devices**

#### **Cell Phones**

The use of cell phones on the main campus is prohibited during school hours and in school building. Students cannot use cell phones on campus between the hours of 7:45 and 2:15pm. Students may bring cell phones to school, but they must be turned off and out of sight during the school day. Cell phones on "vibrate" or "silent" are never considered "off." Students can make calls before and after school only when they are off the main campus. The church, the gym and the cafeteria are extensions of the main campus during school hours.

Use of cell phones during athletic practice is at the discretion of the coach.

**First offense:** the phone will be confiscated and returned to the student at the end of the day.

**Second offense:** the phone will be confiscated and returned only to a parent or guardian. The student will be placed on a disciplinary probation contract.

**Third offense:** the student will be suspended and placed on strict disciplinary contract and forbidden from bringing a cell phone on campus.

**Fourth offense:** the student will be expelled for willful disobedience.

#### **Other Electronic Devices**

CD players, MP3 players, iPods, and similar devices are not to be used on campus. They must be stored out of sight during the school day. Items will be confiscated and the appropriate discipline taken.

**First offense:** the item will be confiscated and returned at the end of the day.

**Second offense:** the item confiscated will be returned only to a parent or guardian. The student will be placed on disciplinary probation.

**Third offense:** the student will be suspended and placed on strict disciplinary contract and forbidden to bring electronic devices on campus.

**Fourth offense:** the student will be expelled for willful disobedience

## **Bus passes & Rules and Regulations on the SA Bus**

Bus passes for **Long Beach Transit** may be purchased in the Registrar's Office from the 25th to the 11th of each month. Passes may be purchased for cash only.

Bus passes for students utilizing the **St. Anthony Transportation System** are available each school day in the Registrar's Office between the hours of 7:30 a.m. and 3:30 p.m.

### **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.

#### **BASIC RULES TO BE FOLLOWED**

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

### **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 administrative secretary in the principal's office immediately. Monthly newsletter, report cards, and other important information are mailed, and updated address information is needed.

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## VI. Attendance Policies

<b>School Hours: Doors open at 7 a.m. and close at 4:00 p.m.</b>
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The school day begins at 8:00am with the warning bell ringing at 7:50 am. Dismissal is regularly scheduled for 2:15pm except as noted on the school calendar.

### Procedures Regarding Absences

Parents/Guardians must call Patty Redding, Attendance Secretary at (562)435-4496 between 7:30am and 8:30am EACH DAY the students is absent.

By 7:45am on the day of the return to school after the absence of any duration (even one period), a student must submit to the attendance office a parent note. The note must contain: student's full name, student's grade, date(s) of absence, the explicit reason for absence, the signature of the parent/guardian, and the phone number(s) at which parent/guardian may be contacted during the day. If a student does not present a written note, his/her absence will be considered unexcused. The student will be issued an admit slip for the first period of attendance upon returning from an absence.

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

### Attendance Requirement for Academic Credit

Since both attendance and participation are requirements for success in a course, it is a school policy that in the event of a student **accumulating ten or more unexcused absences in a semester** (per class period), the student will be denied academic credit for the semester. Students accumulating fifteen or more excused (or a combination of excused and unexcused absences) may be denied academic credit for the semester.

### Regular Attendance

- Regular and punctual attendance at school is required by California State Law (Education Code 46010-46014, 48200-48204). Credit is given for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance.
- It is the responsibility of the parents/guardians to ensure the regular attendance of students at school. Current home and work phone numbers must be provided to the school so that immediate contact can be made regarding any irregularity in attendance or any emergency. If parent(s) plan to be out of town and supervision of the student will be assumed by someone else, the attendance office must be notified. Failure to do so may cause unnecessary difficulties.
- If a student of any age moves into another residence because of family difficulties or for other reasons, it is still the responsibility of the parent/guardian to report absences, write excuses, and approve planned absences, early dismissals, or emergency medical treatment. Notification to the school regarding any changes in the student's place of residence helps to forestall potential problems. It is expected that any living arrangements will be in conformity with the school's basic principles.
- School doors open at 7:00 a.m. on regular school days. Some teachers are here that 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 p.m. Parent responsibility is to have made arrangements to have his/her student safely picked up at that time.

## **Excused Absences**

Absences are excused only in cases of personal illness, severe illness in the family, death in the family, 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. Parents should realize that a student's grade may suffer because of an absence. Students who are absent for illness for more than 1 week, must have a doctor's release before returning to school.

## **Unexcused Absences:**

Absences for other than the above reasons, even with the permission of parents, are considered "unexcused." Teachers are not obligated to allow students to make up any or all of the work, or to give makeup tests, or extend time on assignments. Parents should realize that a student's grade may suffer because of unexcused absences.

- **Planned Absences:** If a student knows in advance that he/she will be absent from school because of family business, a conference, workshop, parish retreat, or any other reason, he/she should present a written notice to the Vice-Principal's office at least three days prior to the absence and obtain a planned absence form which must be signed by his/her teachers. Such absences, although they have parental permission, may still be deemed as unexcused absences and may result in work and/or tests that may be missed and counted as a zero.

## **Attending/Participation in School Events on Days of Absence:**

Students who wish to practice for, participate in, or attend any school activity and/or athletics must be in school all day. Any exceptions must be cleared with the Dean of Students, the Vice-Principal, or the Principal. Students who are absent half of the school day (three class periods), due to illness are not eligible for co-curricular participation/attendance on the day of their illness.

## **Tardiness**

- **Classes begin at the sound of the bell.** Any student not in his/her place at that time is considered late.
- **Tardy to School:** A student arriving tardy to school is to report directly to the attendance office for a tardy slip. The slip must be presented to the teacher for admittance to class.
- **Tardy to Class:** A student late for any reason must report to the attendance office for a late slip. One infraction will be issued if the student does not have a written excuse from a teacher, counselor, or other school personnel and/or does not have a reason deemed excusable to the school.
- **Excessive Tardiness:** The school considers excessive tardiness a serious problem. A conference with the student and parent/guardian may be held.

## **Leaving the campus early during the school day**

- **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 vast majority of off-campus approvals are given for medical or dental appointments. Students should make every effort to have such appointments scheduled at other than school hours. If they must be scheduled during school hours, a series of such appointments should be scheduled so that the student does not miss the same class repeatedly.
- **Required Call and Note:** Students who must leave the campus for any reason during the school day must bring a written request from the parent or guardian to the attendance office before 7:50 a.m. that day. Notes for medical, dental, or other appointments must include the student's name and I.D. number and the name and phone number of the doctor or the person with whom the student has an appointment. The student's parent/guardian must also call before 9:00 a.m. on the day of the appointment to verify the excuse.

■ **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-campus appointment on the same day, the student should report to the attendance office before going on to class. If the student does not return until the next day, he/she is to report to the attendance office for a re-admit slip by 7:50 a.m. In each instance, the student must return the off-campus pass with verification from the doctor or dentist's office or place of appointment or from the parent if the early dismissal was due to a family matter.

### **Illness during the school day**

- Students who become ill are to inform their classroom teacher and obtain a pass to go to the attendance office. The attendance clerk will then complete the necessary phone calls to insure the student gets home safely.
- Only minor and very basic first aid may be administered to students; No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians.
- 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.
- Absence from school in excess of 5 days or because of a communicable disease must have a permit issued by a physician before he/she is readmitted to school.

### **Presence on campus outside school hours**

The school cannot be responsible for students arriving before and/or staying after the regularly scheduled classes on a given day. Students who repeatedly loiter on campus outside of school hours may be subject to disciplinary action, including being asked to withdraw from school.

### **Release of minor to peace officer**

During the school day, peace officers have the right to interview students who are suspects or witnesses to any illegal acts. St. Anthony High School officials may not necessarily hinder the release of a student to peace officers. St. Anthony High School officials are not liable for releasing pupils for legitimate law enforcement purposes provided the students are taken from the school grounds with proper care.

Before a student is taken into police custody and removed from the school during school hours, the school will make every reasonable attempt to inform the student's parents. St. Anthony High School will maintain a record of the circumstances of a student's removal. In cases of child abuse, parental notification is the responsibility of the police officers.

### **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 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.

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## VII. ACADEMIC POLICIES

### Curriculum

St. Anthony High School endeavors to develop in its students' intellectual growth, moral and spiritual maturity, responsible citizenship, social awareness, physical well being, and an understanding of the alternatives in his/her vocational and educational future. St. Anthony High School provides for both the college-bound and non-college bound student. The schools' curriculum meets all state, archdiocesan and college requirements. Please note the requirements for graduation for St. Anthony High School as they pertain to entrance into 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. For this reason students cannot be guaranteed a place in all their first choice classes.**

### COURSE OF STUDY

Religion	Biology
English 9	H. Biology
Reading/Language	Physical Science
H. English 9	Chemistry
English 10	AP Chemistry
H. English 10	Physics
English 11	Marine Science
AP Language	
English 12	
AP English Literature	
	World History
Spanish 1	AP World History
Spanish 2	U.S. History
AP Spanish	AP U.S. History
	AP European History
Graphic Design	U.S. Government
Visual Arts	MacroEconomics
Exploring Art	AP Government
	AP MacroEconomics
Algebra I	PE
H. Algebra 1	Yearbook
Geometry	
H. Geometry	
Algebra 2	
PreCalculus	

"H" = Honors

"AP" = Advanced Placement

**NOTE:**

1. Students must demonstrate minimum proficiency to progress to the next sequential math or foreign language.
  - Minimum proficiency for math is a grade of C or better in the current course and a passing score on the readiness test for the next course.
  - For Spanish progression, a grade of C or better is required in Spanish 1 to progress to Spanish 2. To progress to Spanish 3 students must earn a B or better in Spanish 2
2. Students are permitted to repeat only **one** sequential course, i.e. Spanish or math at St. Anthony High School. All other courses must be made up during summer school.

**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 state clearly those objectives at the beginning of the semester, 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.

**When parents are concerned about the circumstances in which a particular grade was given, they should first talk directly to the teacher involved. If talking to the teacher does not clarify the situation to the parent's satisfaction, then the counselor should be contacted. If this does not clarify the situation to the parent's satisfaction, the vice-principal should be contacted. If this still does not clarify the situation, the principal should be contacted. In order to appeal a grade, students must contact the Registrar within two weeks of receiving their grades.**

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.

**Grading Scale**

Letter Grade	% Equivalent	Grade Point Value	Designation
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	

Teachers may use a plus (+) or a minus (-) on the report card grade to indicate the strength of the letter grade, but the plus or minus carries no additional point value in determining grade point average.

Students will also receive a conduct grade for each class:

- S = Satisfactory – Student is polite and attentive in class, participates positively and follows classroom rules
- N = Needs Improvement – Student is occasionally inattentive and/or disruptive in class; teacher has had to address student behavior on more than one occasion.
- U = Unsatisfactory – Student is continually inattentive, impolite and/or disruptive in class; behavior affects learning of other students; parents have been contacted regarding this behavior.

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 midpoint in the semester.

### **Grade change policy**

A student requesting a change in his grade is required to first see the instructor. If he/she feels intervention is necessary, he/she to submit a formal request to the Vice Principal within two weeks of the date that grades were released to students. Documentation should include any discrepancies in grades, corrected tests, quizzes, homework, essays, etc., and a written statement as to why he feels a grade change is necessary. The student will be notified in writing as to the outcome after meeting with the instructor and the Vice-Principal, but no change will be effected after one month's time from the end of a grading period.

### **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 taken in the junior and senior years.

### **Failures**

Students who receive an "F" grade during the first semester in Physics, Chemistry, Mathematics, Foreign Language will be awarded an "I" on their grade report, and who continue the subject the second semester and pass the course with a "C" or better will have the "I" grade changed to a "D" grade. In these subjects it is presumed that they are sequential courses and that a comprehensive examination is given at the end of the second semester. NOTE: If a student receives an "F" grade in any subject other than those mentioned above or in any SECOND SEMESTER COURSE, he/she must attend summer school to remove the "F" grade. Any student who receives three or more semester grades of "F" in a scholastic year may be subject to dismissal.

### **Academic Probation**

A student who has a grade point average below 2.00 in any grading period will be placed on Academic Probation. Academic probation lasts for one grading period during which time the student may participate in all athletic or extra-curricular activities.

- Probation becomes effective the day report cards are issued.
- Parents will be notified, in writing, when students are placed on Academic Probation.
- Students placed on Academic Probation are required to discuss with any teacher who has given the student a grade of "D" or "F" ways to improve performance. The student needs to sign an academic probation contract.

## **Academic Ineligibility**

- A student on Academic Probation who does not raise his/her grade point average to a 2.00 at the end of the probationary period will be declared ineligible to participate in any athletic or extra-curricular activity.
- Ineligibility becomes effective on the first school day of the week following the issue of report cards and lasts for a minimum of one grading period. Students will remain ineligible until they meet the requirements to become unconditionally eligible.
- A teacher conference is required between the ineligible student and his/her parents with the Academic Counselor and any teacher who has given the student a grade of "D" or "F" to discuss ways to improve performance. The student must then draw up a contract after that meeting. The parents, Counselor and teachers sign the contract as witnesses. The contract is placed on file in the Academic Counselor's Office.
- Any student who wishes to participate in fall sports and/or extra-curricular activities, who becomes ineligible at the end of the regular school year must raise his/her GPA and remove any "Fs" during the summer. However, the student remains ineligible until summer school grades have been published. If the student fails to meet this requirement, then he/she will be ineligible to compete or participate in sports or extra-curricular activities until he/she becomes eligible again at the end of the first grading period.

## **Academic Integrity**

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

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

Any student who participates in any of the above activities will be considered "cheating" and will be subject to disciplinary action.

## **Report Cards**

The scholastic year is divided into two semesters, each of which is composed of two quarter grading periods and two progress reporting periods. At the end of each semester, the student's report card is mailed home. All students who receive a "D" or "F" grade will be required to have their report cards signed by a parent or guardian, and must turn their signed report cards to the main office no later than one week after report cards have been received.

## **Progress Reports**

Progress reports are given to students in each class generally five weeks after the beginning of each quarter and must be returned with a parent signature. All students receive a progress report. No student can fail a class if a parent notification has not been made at the proper time by progress report or documented conference prior to the end of a quarter/semester unless a student fails the final. Parent/Teacher conferences can be held after progress reports have been sent.

## **Deficiency Reports**

Students who are in danger of failing, or who are not working up to their potential, will receive a deficiency report. This report may be sent home at any time during the quarter. It is a serious warning that the student is in danger of failing. St. Anthony High School wants to work with students and parents to allow time, and effort to succeed in all subject areas.

## **Graduation Requirements**

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

- A record of good conduct and citizenship
- Successfully completed a course in Religious Studies during each semester of his enrollment
- Attended a retreat during each year of his/her attendance
- Completed all required service hours
- All tuition/fee accounts must be paid
- Earned at least 230 credits among the following:

Religious Studies	40	Mathematics	20	Visual and Performing Arts	10
English	40	Science	20	Health	5
Social Studies	30	Physical Education	10	Core Electives	30
Foreign Language	20	Technology Skills	5	Non-Core Electives	10 (Max)

- Those students planning to attend University of California or California State University must have a minimum of three years of mathematics; Algebra 1, Geometry, Algebra 2.
- Four-year universities strongly recommend taking 3 years or 30 credits of the same Foreign Language.
- Math - Pre-Algebra does not fulfill a math requirement.
- Only designated lab science courses fulfill science requirement.
- Practicum Credit cannot be used to meet Fine Art requirement.

## **Summer School**

A summer school mark will only be accepted as a grade after official transcripts have been submitted to the Academic Office. No schedule changes will be made without official transcripts. It is the responsibility of the student to make sure transcripts are submitted.

A summer school mark will appear on the transcript in addition to, not in lieu of, the previous mark. Courses are to be made up during the summer of the year in which the failures occurred. Students that do not make up their credits during the summer jeopardize their academic standing and may not be allowed to return for the new school year. Only course taken at a community college or Catholic high school will be accepted. Students that wish to take a summer school course for enrichment must receive prior approval of the administration

## **Tutoring**

Students who need help in subject areas may utilize the services of the CSF and NHS. Individual tutoring will be provided free of charge. Teachers may offer to tutor before and after school on campus for no charge. A student in need of help should contact the faculty member in charge of tutoring for names of tutors.

## **Parent/Teacher Conferences**

Two Parent/Teacher conferences will be held each year. In general, these will occur the week quarter reports are available. Parents/Guardians of students with failing grades are expected to meet with the teacher. It is recommended that parents re-schedule more time with a particular subject teacher if needed.

## **Honor Roll**

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

1. "B" average in all academic subjects,
2. No "F", or "I" in any subject.

Honor Roll distinctions are:

1. Summa Cum Laude (Highest Honors) 3.900 and above
2. Magna Cum Laude (High Honors) 3.500 - 3.899
3. Cum Laude (Honors) 3.250 - 3.499
4. Honorable Mention 3.000 - 3.249

Students who have a GPA of 3.5 or above at the end of a semester will be awarded an academic letter.

## **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 within the first month of a semester. The requirements for membership are:

1. At least 3 "A" grades and one "B" grade for the semester in classes that meet CSF requirements.
2. At least a 3.0 grade point average.

Students become Life Members of the CSF if they have earned membership in four of their last six 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 the last six semesters of high school. Second semester freshmen and first semester sophomores are admitted as Associate Members.

### **NATIONAL HONOR SOCIETY (NHS):**

Students who are tenth, eleventh, and twelfth graders 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 3.25.

## **Awards Convocation**

At the end of the school year, an awards convocation is held to honor students of outstanding achievement. Eligible students are inducted in the National Honor Society at this time.

### **Valedictorian/ Salutatorian**

The valedictorian/salutatorian is chosen from those students with the highest cumulative grade point average with honor points after the seventh semester of high school who has attended St. Anthony High School for a majority of his/her high school career. The valedictorian and salutatorian are selected from the top ten students in the senior class, who have demonstrated academic excellence, commitment to community, participation in extracurricular activities, and demonstrated personal, spiritual, and intellectual growth.

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## VIII. RELIGIOUS DEVELOPMENT OF STUDENTS

Spiritual formation and the imparting of religious information in an academic setting are the goals of the religious 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 Religious Studies Department and the Campus Ministry program will serve as catalysts and assume leadership roles in relationship to these activities. Nevertheless, all teachers are to be concerned with the religious formation of youth.

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

**The Eucharist:** The Eucharist is generally celebrated once a month for the entire student body. The scheduled date and time for these celebrations is found on the school calendar. Mass and/or prayer is also celebrated on other special occasions such as class retreats, holy days of obligation and in preparation for various athletic events.

**Reconciliation:** The Sacrament of Reconciliation is offered during Advent and Lent 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.

### **Campus Ministry**

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

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

- 📖 Christian Service Graduation Requirement
- 📖 Retreats
- 📖 Liturgical Celebration
- 📖 Other activities

### **Christian Service**

The purpose of the Christian Service Program is to teach the principle that Christian life goes beyond the mastery of concepts and beliefs contained in the school's theology courses. The Gospel of Salvation should elicit from each Christian a response to God's love. Jesus taught and the Church has steadfastly maintained that an appropriate response to the Gospel is rooted in performing the corporal and spiritual works of mercy, as well as works of social justice. (cf. Matthew 25:31 ff)

Community service hours are to be completed by the date listed on the school calendar. Each student is required to fulfill a designated number of Christian service hours. It is as follows:

- Fifty percent (50%) of the Christian service work must involve direct interpersonal work, either one-on-one work or group work.
- While we encourage the entire number of designated hours to be done on an interpersonal basis, up to, but not exceeding, fifty percent (50%) of those hours may be performed through some non-personal work. These include the following: walk/jog-a-thons for charitable causes; parish festivals, fiestas; performing some liturgical function in parish/church (serving, ushering, lecturing, music ministry); church youth group councils/coordinating and organizing those events. Also included in this fifty percent (50%) would be activities, which involve service to St. Anthony. These activities must be sponsored through the Parent Association or Athletic Booster Club.

To prevent Christian service from becoming an extension of insulation, the project must go beyond one's family, immediate or otherwise. Work must be done at a non-profit charitable organization.

<b>Freshmen</b>	<b>25 hours</b>	<b>Sophomores</b>	<b>25 hours</b>
<b>Juniors</b>	<b>25 hours</b>	<b>Seniors</b>	<b>25 hours</b>

- A. Students are expected to accomplish their Christian Service hours during the school year. They may petition to the Principal for permission to accomplish their hours during the summer prior to the next school year in unusual circumstances.
- B. Transfer students entering after the beginning of the school year will be required to do at least half the number of required hours for that year.

The number of Christian service hours required of each student is considered only a minimum. St. Anthony wholeheartedly encourages each student to respond to the gospel message of service by participating in an even greater measure than is asked.

All community service hours must be fulfilled in the public sector. (For example, through some public agency such as the YMCA, The American Red Cross, public youth programs, senior citizen homes, community soup kitchens, parish organizations, etc.) A list of referral agencies will be provided. All hours must be verified by means of a form provided by the Campus Ministry Office. In addition, St. Anthony will provide a number of school-sponsored events, both on and off campus. These will be announced throughout the course of the school year.

**NOTE: YOUR RELIGIOUS EDUCATION TEACHER WILL ISSUE SUPERVISOR EVALUATION FORMS IN CLASS.**

**Retreats**

Grades:

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

The school sponsors annual retreats. Arrangements are made in Religion Classes and parent permission slips are needed for retreats off campus. This is a requirement for all students.

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.

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## IX. STUDENT SUPPORT SERVICES

### **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 Expected School Wide Learning Results.

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

Each student is assigned a counselor with whom he/she will meet throughout the school year. Detailed information on colleges, job careers, scholarships, placement tests, analysis of test results, student performance, and student interest are available to all students in the Career Center. Tests that will be offered at St. Anthony High School during the School year are:

Applicants:	STS	High School Placement Test
Freshmen	COPS/COPE PSAT	Interest Inventory Preliminary Scholastic Aptitude Test
Sophomores:	PSAT	Preliminary Scholastic Aptitude Test
Juniors	PSAT	Preliminary Scholastic Aptitude Test
All students	IOWA	Norm referenced standardized test to measure achievement

### **College Applications**

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

### **Transcript Requests**

Requests must be made in person in the Center. In general, the UC and CSU systems use student-reported grades and do not require a transcript with the applications. After an initial review, a transcript may be required and the student will be notified. Most private universities will require a transcript with the application. Because of the high volume of transcripts processed, all transcript requests must be made (10) school days PRIOR to the university's deadline. The first transcript processed is free of charge; each subsequent transcript costs \$1.00 for currently enrolled students. Fees must be paid in advance before a transcript will be processed.

## Letters of Recommendation

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

## College Financial Aid

All families of seniors applying to college should complete the Free Application for Federal Student Aid (FAFSA). Federal and institutional financial aid cannot be awarded to any senior who has not filled out this form. Forms will be available in the Counseling Office in January and must be completed by the March 2<sup>nd</sup> deadline. Parents should retain their year-end payroll stubs and file their taxes as early as possible to facilitate the completion of these forms.

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

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

## Caruso Library and Media Center

### Vision Statement

Caruso Library Learning Center prepares students for a lifetime of independent learning. As educators, coaches, and role models we teach practical applications of technology, media, and information. We teach these skills in order to serve the students' immediate collegiate needs and to prepare them for success in today's information rich society.

### Borrowing Policy

Books from the general collection: **2 weeks (may be renewed)**

Student identification (SID) cards are required for free checkout and for renewal.

Without a SID card, books may be checked out for a fee of 25 cents per item.

Late fines: 25 cents per item, per school day

Lost book fee: \$15.00 for paperbacks and \$35.00 for hardbacks

\$10 for lost magazines \$25 for lost videos and DVDs

Overdue materials and fines must be cleared each semester to receive a report card or to take semester exams. Failure to respond to library notices results in disciplinary action.

## **Resources**

- Computing Center of 20 computers with the following features:  
Windows XP                      Internet access                      Networked printing  
Power Point                      Server space for saving files
- Periodical Subscriptions Center includes subscriptions to the following titles:  
Newsweek                      Sports Illustrated                      National Geographic  
Time                      Economist                      New Yorker
- Instructional Television Center for daily broadcasting of current events
- Traditional Book Stacks containing over 14,000 printed materials

## **User Agreement and Guardian Permission**

The school provides networked resources including Internet access, for educational purposes. Every student and his/her guardian must have a copy of the signatures at the end of this "User Agreement and Guardian Permission" section on file with the librarian in order to become an authorized user for school's networked resources. This form is provided separately at registration.

In the fall, authorized student users will receive one free randomized password. This password is required every time the student uses a computer. Forgotten passwords (or if, for any reason, a password must be reset) may incur fines or fees up to \$5.00. Many instructors across the curriculum require students to have password access so that they can visit the library's computing center for research instruction and library services.

If a student forgets his/her password or if, for any reason, he/she requires a new password, he/she must pay a **\$1.00 fee** to have the password reset. Many instructors across the curriculum require students to have password access so that they can visit the library's computing center for research instruction and library services.

## **Acceptable Use of Services:**

Use of the Internet is a privilege, not a right, which may be revoked at any time for abusive conduct or inappropriate use. Members of the faculty will judge when conduct is abusive and when use is inappropriate. The decision of the faculty will be final. Any user identified as a security risk or having a history of problems on campus may be denied access to use. Users should not expect that files stored on school computers will be private.

## **Compliance with the following guidelines is required:**

- A maximum of two persons at a computer station is allowed at one time
- One person per chair only
- Printing is restricted to educational materials
- 5 pages per assignment are free; every page after 5 costs 10 cents per page
- Personal headphones must be used when listening to audio sound.
- Your student ID is required to check out speakers for student presentations

## **The following activities are prohibited:**

- Unauthorized access into another user's account or use of another user's password
- Trespassing in another user's folders, works, or files
- Receiving, sending, or displaying offensive messages, pictures, or wallpaper
- Browsing the Internet for inappropriate topics
- Plagiarizing material posted on the Internet or violating copyright laws
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Intentionally wasting resources

- Downloading commercial software or employing the network for commercial purposes
- Employing the network for illegal activities
- Doing another student's typing or assignment for them
- Using obscene language

Violations of these guidelines will result in immediate consequences. Actions may consist in a loss of access as well as other disciplinary or legal action.

**Acceptable Use of Computing Facilities:**

Priority will be given to students using the facility for research and educational purposes. If a user is checking email or playing a game, he/she may be asked to log off in order to allow another user to do academic work.

The library's computing center houses expensive equipment and materials. Violations of any of the following guidelines may result in a \$0.25 fine per occurrence and/or disciplinary action:

- Eating, drinking, or chewing gum while in the facility.
- Using sticky, smeared, or otherwise soiled hands on equipment or materials.

**Student User Agreement:**

As a user of the SAHS computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

Name: \_\_\_\_\_ Student ID Number:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date:

*Disclaimer: St. Anthony High School makes no guarantees, warranties, or predictions of any kind whether expressed or implied, for the services it is providing. The school is not responsible for any damage you may suffer. This includes loss of data, interruption of service or deliver, caused by its own negligence or your errors and omissions. Use of any information obtained via the Internet is at your own risk. The school denies any responsibility for the accuracy or quality of information obtained through this service.*

**Internet Acceptable Use Policy**

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

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

monitor the use and reserve the right to revoke anyone's privilege that is found in violation of the signed agreement or school policy.

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

**Acceptable use:**

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

**The following are not permitted:**

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

**Additional library rules pertaining to Internet use:**

- No more than 2 persons at a computer station at one time
- Use of headphones required
- No printing of non-educational materials

**Penalties and Repercussions:**

**Violations of this policy will result in suspension of access for a period of time to be determined by administrators. When applicable, law enforcement agencies may be involved.**

**Disclaimer:**

St. Anthony High School makes no warranties of any kind whether expressed or implied, for the services it is providing. The school will not be responsible for any damage you may suffer. This includes loss of data, interruption of service or deliver, caused by its own negligence or your errors or omissions. Use of

any information obtained via the Internet is at your own risk. The school denies any responsibility for the accuracy or quality of information obtained through this service

## **X. DISCIPLINARY POLICIES AND PROCEDURES**

### **DISCIPLINE PROGRAM**

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

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

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 of Students. St. Anthony High School reserves the right to ask any student not to return to St. Anthony High School if that student has failed to follow the rules of the school and its attempts to correct negative behavior.

### **DISCIPLINE AND THE EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)**

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

#### **CHRIST-CENTERED**

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

#### **COMMUNITY CONTRIBUTORS**

In order to allow teachers to teach and students to learn, students must abide by standards of discipline so the classroom and campus environment is conducive to learning. Student will recognize their actions are not in isolation rather affects others.

#### **COMPLEX THINKERS**

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

#### **ACTIVE PARTICIPANTS IN A CONSTANTLY CHANGING ENVIRONMENT**

By using collaboration and communication, a discipline code can prepare students for the world beyond St. Anthony High School. The rules, regulations and policies of the discipline program provide opportunity for the life lesson of accountability.

### **DEAN OF STUDENTS**

The Dean of Students oversees and directs all aspects of the Discipline Program and maintains a discipline file on each student. The Dean of Students investigates any reported incidents pertaining to rule violations. The Dean of Students may resolve the matter personally or refer it to the:

1. Teacher involved
2. Parent or Guardian
3. Discipline Review Board
4. Principal

5. Local public authorities in accordance with the established school policy and the law

The Dean of Students assigns cases to the Discipline Review Board (when necessary) and ensures the timely disposition of each. He or she will provide Board members with the relevant case data. The Dean of Students will preside at Discipline Review Board conferences. He or she will document conversations, meetings and conferences relative to involved students.

The Dean of Students will make reports, referrals and/or recommendations to the Principal whenever applicable. The Dean of Students may authorize the immediate suspension of a student pending the investigation of a Major Violation.

### **DISCIPLINE REVIEW BOARD**

The Discipline Review Board is composed of the Deans of Students, the Vice-Principal, two elected full-time members and two appointed faculty members. The Principal will be present.

The Board meets on an "as needed" basis to allow a hearing for students and parents when there is a Major or Severe Violation. The purpose of the Board is to make a recommendation to the Principal as to the disposition of the case. This could be either a Behavioral Contract or termination of enrollment by withdrawal or expulsion. Legal counsel is not permitted at Discipline Review Board hearings.

### **ARCHDIOCESAN GRIEVANCE PROCESS**

If a student or family wishes to contest the decision of the Discipline Review Board/Principal, they may appeal through the Archdiocesan Grievance Process. Forms are available from the Dean of Students.

## **DISCIPLINE PROCESS**

### **CLASSROOM / CAMPUS INFRACTIONS**

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

1. Correct the student.
2. Write-up the student for a minor violation.
3. Each minor violation earns a 45 minute detention to be served the following morning before school.
4. For continued misbehavior, the student will be referred to the Dean of Students either verbally or by way of a Mid-Level Violation Report.

### **RECORD OF VIOLATIONS**

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

### **Detention**

It is the responsibility of the student to serve the detention the day after the violation occurred. All detention time is served from 7:00 am to 7:45 am the morning following the student's violation. The student is to meet at the front office by 7:00am. A student who is late or ignores this detention time is assigned another morning detention. When a student has three detentions (for a single violation or because of an accumulation of detention time), he/she will serve from 8:00 am to 11:00 am on the last

Saturday of the month. Failure to show for this Saturday detention means the student receives an additional detention and must show up for the next month's Saturday morning detention.

For example:

The student who receives a detention **ANY TIME** on Monday will serve the detention on Tuesday. If the student does not show up for detention or arrives **AFTER 7:00am**, the student will have to serve two detentions, one on Tuesday and one on Wednesday. If a student has three hours to serve (from a single violation or an accumulation of detention time), he/she must attend a three-hour SATURDAY detention session. There will be no detention on Friday, so if a student receives a detention on Thursday or Friday, the student must serve detention on Monday morning.

**ALL VIOLATION RECORD FORMS MUST BE SIGNED BY PARENT / GUARDIAN AND GIVEN TO THE DEAN OF STUDENTS THE DAY THE STUDENT SERVES THE DETENTION!**

If the student does not bring the form signed by the parent/guardian on the day they serve their detention, the student will have to serve detention the following day also.

### **Tardies**

A student is tardy to class if not in an assigned seat with all the materials needed for class when the tardy bell begins to ring. All students who are tardy to class/school may serve one-hour Dean's detention the day after the tardy is earned. The classroom teacher will send all students who are tardy for first period to the Attendance Office for the proper admit slip. Administration reserves the right to conduct tardy lockouts. If a student is less than five minutes tardy to a class other than first period, the teacher will mark the student tardy and assign that student a detention. If the student comes to class more than five minutes tardy, the teacher must send the student to the Attendance Office for the proper re-admit slip.

### **Saturday Detention**

Saturday detention hours will be from 8am to 11am on the last Saturday of the month. The week before the Saturday detention, there will be an announcement to remind those students who need to serve. If a student has three hours to serve (from a single violation or an accumulation of detention time, he/she must attend a three hour SATURDAY detention session). If a student does not show up for the Saturday detention or is late, he/she will receive another detention and will have to come to the next month's Saturday detention session.

### **DISCIPLINARY VIOLATIONS**

#### **VIOLATIONS INCURRING ONE DETENTION:**

Detention must be served the following morning at 7:00am in the front office for any of the following:

- Tardiness to class
- Riding bikes/skateboards on campus
- Locker abuse
- Gum chewing
- Unauthorized food/drink in classroom/hallway
- Grooming in class
- Class disturbance
- Throwing objects
- Sitting on desks/tables
- Wearing hoods/hats/sunglasses inside school buildings
- Teasing or name-calling
- Horseplay
- Not shaving

- Dress code violation
- Failure to comply with directives
- Not having a hall pass
- Failure to follow class rules
- Use of cell phone/pager (will be confiscated)
- Failure to serve detention
- Vulgar language or swearing
- Public display of affection
- Disrespect: Rude or discourteous behavior
- Use of any electronic device during school hours
- Leaving class without permission or failure to be where teacher has directed or given the student permission to be
- Writing on the school's or another's property
- Not prepared for class
- Copying/plagiarism/cheating
- Other – at the discretion of the administration

### **Penalties for violations:**

First Violation equals one 45-minute detention the next morning

Second Violation equals another 45-minute detention the next morning

**Third Violation** equals another 45-minute detention the next morning plus a parent call

Fourth Violation equals another 45-minute detention the next morning

Fifth Violation equals another 45-minute detention the next morning

**Sixth Violation** equals another 45-minute detention the next morning plus a Saturday detention

Seventh Violation equals another 45-minute detention the next morning

Eighth Violation equals another 45-minute detention the next morning

**Ninth Violation** equals another 45-minute detention the next morning plus one day out-of school suspension/parent conference

Tenth Violation equals another 45-minute detention the next morning

Eleventh Violation equals another 45-minute detention the next morning

**Twelfth Violation** equals behavior contract/disciplinary probation and/or two out-of

School suspensions/parent conference

Thirteenth Violation equals another 45-minute detention the next morning

Fourteenth Violation equals another 45-minute detention the next morning

**Fifteenth Violation** equals asked to withdraw and/or expulsion.

In the case of a senior, special senior privileges and the graduation ceremony may be forfeited

### **Major violations:**

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

- Possession/use of tobacco or alcohol
- Willful defiance of authority; insubordination
- Harassment
- Lying to authority
- Copying/plagiarism/cheating
- Fighting

- Threatening a student or faculty/staff member
- Obscene acts (possession of obscene materials)
- Hazing
- Truancy
- Possession/use of lighters or matches
- Property damage
- Verbal abuse of a teacher
- Setting off the fire alarm
- Display or writing satanic or gang symbols
- Other – at the discretion of the administration

**Penalties:**

A single major violation may lead to immediate expulsion.

One major violation equals one day out-of-school suspension + parent conference

Two major violations equal three days out of school suspension (possible expulsion)

Three major violations equal expulsion

**Severe violations:**

- Possession or use of drugs
- Robbery
- Major theft
- Bomb threats
- Graffiti
- Possession of weapons
- Willful destruction of property
- Assault
- Gang membership or affiliation
- Knowingly receiving stolen property
- Other

**Penalty:**

Expulsion and possible intervention

**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.**

**Due Process:**

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

## **DEFINITION OF TERMS**

### **Detention**

It is the responsibility of the student to serve the detention the day after the violation occurred. All detention time is served from 7:00 am to 7:45 am the morning following the student's violation. A student who is late or ignores this detention time is assigned another morning detention. When a student has three detentions (for a single violation or because of an accumulation of detention time, he/she will serve from 8:00 am to 11:00 am on the last Saturday of the month. Failure to show for this Saturday detention means the student receives an additional detention and must show up for the next month's Saturday morning detention.

### **Suspension**

1. **Out of School:** The response to violation(s) may be suspension where a student is removed from school. A parent or guardian will be notified immediately. The student is not allowed on campus for any reason until a parent or guardian conference with the Dean of Students occurs. The student is not permitted to make up work assigned during the time of the suspension.
2. **In School:** A student may be removed from the normal classroom and placed on "In-house" suspension whereby the student spends the suspension time at St. Anthony High School. A parent conference is required before the student can return to the classroom.

The consequence of a student being suspended resulting from a school violation(s) may be restriction from certain extracurricular activities at the discretion of the administration. A student who incurs two or more suspensions in an academic year may forfeit his/her place at St. Anthony High School.

### **Disciplinary Probation**

A student who accumulates 12 detentions in a semester is placed on behavior contract/disciplinary probation for the following quarter. Being on probation may remove a student from participation in extracurricular activities including sports, dances, field trips and certain club activities as a participant or spectator. The terms of the restriction will be spelled out in individual contracts signed by all parties involved.

A student who goes on probation a second time in the same year may be asked to withdraw from St. Anthony High School. Probation is a formal warning to the student and parents/guardians that the student must show definite improvement in order to remain at St. Anthony High School. At the end of the probationary period, the Dean of Students will review the student's status.

### **Restitution**

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

### **Withdrawal**

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

### **Expulsion**

When the school terminates student enrollment and records it on the transcript.

## **POLICIES RELATED TO DISCIPLINE**

### **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 another school.

### **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 tuition, fees, 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. It is the responsibility of the student to properly take care of personal property.

### **Back packs**

Students may not write on, color, do art work on their own back pack, or another student's back pack. Students will be required to get a new back pack if it has been altered. Back packs must be removed during class time and placed under the desk. Writing, or marking on another persons property is a detention.

### **School Searches**

School administrators have a responsibility to protect the health and safety of students and to maintain order on school premises and at school activities. On occasion, it may become necessary for a school official to conduct a search. Even though searches are conducted by necessity without warrants, a preliminary evaluation will be made with regard to the student's right to privacy in a given situation. Whenever practical and/or appropriate, the student will be interviewed in the presence of an adult witness prior to the search. Each search is based upon the **REASONABLE SUSPICION** that it will result in the confiscation of something that would be disruptive to the education process or be a danger to the health and safety of students. **All searches are conducted by an Administrator (or delegated staff member) accompanied by a witness.**

When a search results in confiscation:

- \* Parents or guardians are notified by phone as soon as reasonably possible;
- \* Appropriate school disciplinary procedures are initiated;
- \* Appropriate support groups, including public law enforcement agencies, are consulted.

**ADDITIONAL POLICIES RELEVANT TO SEARCHES OF LOCKERS** – School lockers are made available to students, but the fact is students do not own these lockers. Students are responsible for the contents of their assigned lockers and should protect their belongings by not sharing their combinations. School officials have the right to search lockers.

**ADDITIONAL POLICIES RELEVANT TO SEARCHES OF POCKETS/PURSES** – In cases where a student refuses a search, school officials may request assistance from a peace officer, and parents, or guardians will be notified.

**ADDITIONAL POLICIES RELEVANT TO SEARCHES FOR TOBACCO, ALCOHOL, NARCOTICS OR OTHER HALLUCINOGENIC DRUGS/SUBSTANCES, AND/OR WEAPONS** The search may include the student's person, or possessions, the student's locker and/or other locations on school grounds, including the student's car; wherever it is suspected that the contraband may be hidden.

**DRUGS AND ALCOHOL** – 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 Principal and Dean of Students. 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.

**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.

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

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

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.

**CELL PHONES** – Cell phones may not be visible during the hours of 7:45 to 2:15 p.m. They are to be turned off (not set on silent or vibrate) and are best stored in a locked locker where they remain the entire school day, including break and lunch. Students may not check their phones during the day, nor use any phone function.

In the case of an emergency, the student goes to the office and asks to use the school phone. Cell phones used illegally (including checking the time or messages) will be confiscated and the student will receive a detention. On a second confiscation offense, a parent will be required to pick up the phone from the Dean of Students. Parents are asked not to call/text their students via cell phone during the day.

Please call the school office to contact a student during school hours.

### **UNAUTHORIZED STUDENT INTERNET WEB SITES**

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.

## DRESS CODE

The purpose of our dress code is to promote a sense of dignity and pride, which is inherent in the values expressed in our Christian Philosophy. In addition, it provides a first level of security which would enable us to identify St. Anthony students. Our dress code, including hairstyles, is based upon modesty, neatness, cleanliness, and good taste. School authorities have the right to determine whether a style of dress, or a style or length of hair is appropriate or in keeping with the school's dress code and philosophy.

Daily admission will be denied to students with dress code violations, which can not immediately be brought up into compliance. Any student not observing the dress or hair regulations will be detained in the discipline office until he or she is in compliance with the dress code. An attempt will be made to notify parents/guardians at work, or home, so that the violation can be corrected, and also to inform the parents/guardians of the violation. Violations or referrals will be issued for noncompliance with the dress and hair codes. Parent conferences and probationary status will be arranged for continued noncompliance of the dress code.

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 he or she arrives and leaves school in accordance with the St. Anthony dress code. Dress code violations are a part of the school disciplinary code and are subject to the rules and regulations set forth in Section IX. Disciplinary Policies and Procedures starting on page 34.

St. Anthony High School standardized wardrobe provides a positive influence upon the overall school environment. The purpose for a dress code is to foster a disciplined atmosphere that contributes to the learning process and security of the school. Wardrobe items may only be purchased from Norman's Uniforms (310) 832-8342.

### Wardrobe

Pants	Black/khaki (no cargo; pants must be fitted to the waistline of the student) *Dickies are acceptable in the Norman Uniform Style
Walking Shorts	Black/khaki (no cargo; shorts must be lower than 2 inches below the knee)
SA Polo Shirt	White/grey (tucked in at all times)
Sweatshirts	Grey w. SA embroidered logo, or extracurricular sweatshirts
Belt	Properly fitting uniform belts, canvas or leather
Skirts (Girls only)	Black/glen plaid/khaki (no more than 4 inches above the knee)
Jackets	SAHS Letterman Jackets/solid colors only  SAHS polar fleece  SAHS zip up water proof jacket with logo
Vests/Sweaters	unisex, with logo embroidered on left breast pocket

\*No **hoods** will be worn at any time during school hours.

\*No crop polo shirts for girls will be allowed.

\*Undershirts are allowed in white or grey and must match the outer shirt being worn.

Footwear/leg wear: Athletic shoes, dress, or casual shoes with closed toe and closed heel. Shoes and matching black/white socks are to be visible at all times. Any non-athletic shoe that extends above the ankle is considered a boot (i.e. military boot, construction shoes, etc.). Boots, flip-flops, Ugg style boots or shoes, and slippers are prohibited.

### **All Students:**

1. Pants and shorts will be worn with a belt and worn appropriately at the waistline, with shirt tucked in.
2. Pants and shorts must be neat, properly hemmed, without split side seams and free of any holes or tears.
3. Hats or headwear are not permitted.

**Hair:** Styles for both males and females should be moderate and reflect neatness and good grooming. Exaggerated styles and colors are not permitted.

### **Boys:**

1. Hair must be at least one-quarter of an inch long in top of head (number 2- clipper length minimum).
2. If hair on top is longer, there must be a gradual decrease in length going from the top of the head to the sides. The "mop head" look (a lot of hair on top and shaved or dramatically shorter hair on the sides) is unacceptable.
3. Hair length must be cut above the collar and not exceed the middle of the ear.
4. Hair must be above the eye level, tapered and evenly cut in its natural color.
5. Braids and twists are not acceptable.
6. Step-type haircuts/styles including lines, shaved sides, tails/braids are not acceptable.
7. Razor- cut styles are not acceptable.
8. **Clean shaven** (i.e. no beards, mustaches, or facial hair). Sideburns may extend no lower than the middle of the ear.
9. **Body piercing and tattoos** are not acceptable for any student.
10. Earrings and spacers are unacceptable.

### **Girls:**

1. Natural hair color worn above eye level is acceptable. A style that hides any part of the facial area is not acceptable.
2. Jewelry in moderation is acceptable for all students. Any type of jewelry that may inflict physical harm to self or others (i.e. navel rings, facial rings, etc) is not appropriate for St. Anthony High School and therefore, is not acceptable.
  - A. Each ear can have two earrings of appropriate size.
  - B. Large hoops and dangling earrings are unacceptable.
3. Moderate make-up for girls is acceptable.

**The Administration reserves the right to determine whether jewelry, make-up or hair color is appropriate for school and school functions.**

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

## Dress Code Privilege Days

THE FOLLOWING CLOTHING ITEMS MAY BE WORN ON DRESS CODE PRIVILEGE DAYS: \* Please note: All other dress code rules (i.e. sweatshirts, jewelry, outerwear, shoes, hats, etc.) are applicable.

Tops:

- Blouses
- Button shirts
- Polo Shirts
- T-shirts in good taste
- Sweaters

\*\*Shirts do not have to be tucked in on DCP days but the shirts, blouses, tops should be long enough to cover the midriff.

Bottoms:

- Jeans (no low rise or baggy)
- Shorts of appropriate length
- Sweat pants
- Pants
- Slacks
- Skirts
- Skorts
- Dresses

THE FOLLOWING CLOTHING ITEMS MAY NOT BE WORN:

- Any item that exposes the midriff or cleavage
- Halter tops
- Tank tops
- Mini skirts/skorts
- Sandals, flip-flops
- Torn or tattered clothing
- Clothing that is too tight or too baggy
- Hats, headwear of any kind, sunglasses
- Anything that does not represent the identity of S.A.H.S.

## **FRIDAY SPIRIT DRESS**

**Spirit dress may be worn on Friday's only–**

- Blue jeans (pants) in good condition (without holes or patches) may be worn–**No** black jeans, **no** jean shorts, **no** Capri jeans, **no** jean skirts
- SA attire may be worn (team shirt, spirit wear t-shirt, booster shirt, Class t-shirt)

**No** CIF or club wear (i.e. Hoop Mania, etc.), **only** St. Anthony approved wear

- Outerwear **must** be a St. Anthony jacket or sweatshirt
- Regular school day dress may also be worn on Friday's
- It is a spirit dress day, **not** free dress
- Spirit Dress violations will result in loss of privilege

**The administration reserves the right to require students to change from inappropriate attire. Students who choose to violate dress code regulations will be excluded from classes until appropriate attire can be obtained. Items that are deemed unacceptable will be taken from the student and returned to the parent or guardian at a later date.**

## Extracurricular Activities:

The School's standards of modesty and good taste will prevail. The "Dress Code Privilege" is appropriate for athletic events and extracurricular activities unless specified otherwise. Hats are not acceptable at inside events, including athletic events in the gym.

**Formal Attire:**

Girls: Dress should be modest and in good taste. "Cut outs" and two piece dresses are not allowed. The front of the dress must be cut above the breast line in a solid (non-mesh) material. The back of the dress must be cut above and not at the waistline in a solid (non-mesh) material. If in doubt, do not buy it; do not wear it.

Boys: Tuxedo or suit, dress shirt and tie, and dress shoes and socks. Gentleman may remove the jacket and tie during the evening, but everything else must remain on.

Prior to the Winter Formal and Prom, a 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 bids for these dances if they have the signed contract to turn in.

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## **XI. Co-Curricular & Extracurricular Activities**

### **Co-Curricular & Athletic Activities**

All such activities are scheduled in the calendar. Each activity is assigned a moderator. 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.

These 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.

## **Philosophy of the athletic program**

### **General Background**

For over 85 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.

### **Student Athletes**

To be a part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school like: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent St. Anthony High School in such a public forum as in the athletic arena. Student athletes must therefore be made aware of their constant privilege and responsibility to represent St. Anthony High School and our Christian values to the world. The true St. Anthony athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in unquestioned obedience to coaches, appreciation for the talents of the other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

### **Coaches**

Coaches play a highly significant role in St. Anthony's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of St. Anthony. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true St. Anthony coach represents the ideals and values of the athletic program with dignity, pride, confident leadership and self-discipline.

### **Parents**

Parents are the primary educators of their student athletes. St. Anthony High School parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their daughters/sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing team are always treated with cordial respect. The same is true for those officiating the game. Parents should especially realize that their support of St. Anthony coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. St. Anthony parents represent the ideals of St. Anthony both in the home as well as at all athletic events.

### **School community**

The St. Anthony High School community, including students, faculty, staff, and administration, show their support of the athletic program by being present to witness and celebrate the talents of the student athletes. Their support of St. Anthony teams is marked by energy, enthusiasm and a positive attitude that flow from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its St. Anthony spirit by offering warm and friendly hospitality to all visiting teams, their families, schools and fans.

### **Religious dimension**

Coaches are responsible for the spiritual welfare of their athletes. They should lead their team in prayer before all practices and games. The most effective way that St. Anthony athletes experience their unity and oneness on the deepest level is through their celebration of the Eucharist together. There should also be public prayer at the beginning of all home athletic events, immediately preceding the national anthem or pledge to the flag. For over eighty five years, the St. Anthony athletic programs have been placed under the heavenly guidance and patronage of St. Anthony. Let all those connected with the athletic program continue to call upon his protection and guidance as the entire school community strives to realize the values and ideals entrusted to it by Jesus Christ, our Savior.

## **Athletic Participation Requirements**

The St. Anthony High School Interscholastic Athletic program follows all the ideals and standards adopted by the California Interscholastic Federation, Santa Fe, Santa Cruz, and the Catholic Athletic Association to which the school belongs. To participate in interscholastic sports, the St. Anthony student must fulfill all the requirements of the CIF and CAA. Moreover, any student who is ineligible for academic or disciplinary reasons may not participate.

### **Eligibility**

Any student who is in violation of the school's academic or disciplinary policies is not eligible to participate in interscholastic sports at St. Anthony. Furthermore, any student whose conduct or appearance is not in compliance with the school's policy may be declared ineligible by the Principal or Athletic Director for an indefinite period.

### **Conduct & Appearance**

Participation on an athletic team involves discipline and willingness to make a sacrifice. For this reason, those who wish to participate in interscholastic sports at St. Anthony always act and look like ladies and gentlemen. A St. Anthony athlete who leaves the bench area to join in an altercation during a contest will be suspended from the team. Any member of a St. Anthony team involved in a fight during a contest shall be suspended from the team and is subject to disciplinary action as prescribed in the disciplinary regulations of the school.

### **Game Day Attire**

No uniforms will be worn during the school day without explicit permission of the Principal.

The minimum standards shall be:

- Dress code with SA Athletic polo shirt

Failure to dress appropriately may result in the student athlete not participating in the day's contest.

Hair code: Must be within school guidelines; hair may not be so long as to be pulled down over the eyebrows and must be in a single length (blend in) and color.

- Members of athletic teams are expected to understand that uniforms are to be worn appropriately at all times.
- If athletes remain for the next game, they should change back into their game day attire.

### **Athletic Form**

Prior to a student's participation in any interscholastic contest, a physical must be on file in the front office, a parent permission form, a CIF Code of Ethics form, and a fee must be turned in to Brian Walsh, the Athletic Director.

### **Outside Coaching**

The Athletic director and head coach of the individual sport must approve personal trainers and/or coaches.

### **Quitting a Sport**

When an athlete quits the team to which he has been selected, he forfeits the following

- Trying out or participating in another sport that same season.
- The use of the weight room or other school athletic facilities (i.e., gym, batting cages, etc.). The Athletic Department feels that a student has made a commitment to the school, team and coach. His quitting has disrupted team unity and deprived another student of participating. Any student who remains on a team after minor disciplinary action and who continues to demonstrate poor team morale can be dismissed by the coach with the approval of the Athletic Director and be subject to the same suspension. The Athletic Department feels strongly that a student makes a serious commitment to a team before trying out.

Should there be extraordinary circumstances for quitting a team; the above penalties may be waived with final approval of the Athletic Director.

## **Disciplinary Procedures**

Disciplinary infractions of school rules while in attendance at, or while being transferred to or from an athletic event or practice comes under the jurisdiction of the regular school disciplinary procedures. The Head Coach must inform the Dean of Students and the Athletic Director of such infractions. The Head Coach may add to the punishment from the school but cannot bypass ordinary procedures.

**Since discipline is a vital ingredient to a team's success, athletes can be disciplined for violations; violations include but are not limited to the following:**

- Unexcused absence from practice or game
- Failure to attend team meetings
- Being tardy to a practice
- Lack of sportsmanship
- Failure to hustle
- Disciplinary reasons for missing practice are not excused
- Breaking training rules

**Sanctioned disciplinary procedures include:**

Suspension or expulsion from the team. (Should only be instituted with permission from the Varsity Head Coach of the sport and the Athletic Director in consultation with the Principal)

- Benching

## **Minor Injuries**

When a minor injury occurs, coaches should determine the seriousness of the injury and recommend only basic first aid. Athletes should be referred to the trainer or doctor if the injury persists.

## **Major Injuries**

- A coach will accompany the athlete to the hospital for treatment if the parent is not available, and have a copy of the Consent to Treat form, and the Athletic Participation Form with him/her.
- Parents should be notified prior to a student-athlete leaving the school campus.
- In cases where treatment is done by a physician, the athlete cannot return to any activity until written authorization is received from the doctor.
- Medical kits are provided for all teams and it is the coach's responsibility to have kits available at all times.
- Athletes should not be punished for sustaining an injury. In general, when an athlete claims he/she is injured, extreme caution should be used before recommending his/her return to activity.

## **Locker Rooms**

- Anytime athletes are in a locker room they must be supervised by a coach.
- Teams are responsible for the cleanliness of the locker room and for any damage that might occur while they are in the locker room.
- Locker rooms should be locked while teams are on the field and coaches should never allow an athlete to enter the locker room unless a coach is present.
- St. Anthony High School is not responsible for any lost or stolen items in the locker rooms. Students are responsible for insuring the safety of their personal items.

## **Transportation**

- Coaches are responsible for athletes on the way to and from practices and games.
- When transportation is provided for a team, all members of the team will ride in the vehicle provided to and from the event.

- If an athlete requests to be transported to and from an event, written permission must be submitted to the Athletic Director prior to each event.
- Coaches will ride on the bus to and from the games.
- If an athlete requests to leave (to go home or back to school) the premises of a game, permission may only be granted in special circumstances and they may only be released to one of their parents.
- When buses are not provided and athletes drive in cars, the coach is responsible for assisting drivers and, if possible, supervising their departure from school and their arrival at an event.
- St. Anthony is not responsible for students who drive or ride in cars not driven by a coach.

### **Supervision**

Parents must check with each coach as to ARRIVAL/DEPARTURE TIMES for student athletes for practice and games. It is imperative that these times be adhered to.

### **Fundraisers**

Fundraisers may be held by individual sports for the purpose of acquisition of special uniforms or projects pertaining to the sport. Any items obtained through the fundraisers will be the property of the school and not something the player will keep. (Example: warm-up suits, pitching machine, uniforms, etc.) All fundraising efforts are subject to the approval of the Principal or President.

### **Awards Nights**

The Athletic Award Nights are a time to recognize the achievements of teams, coaches and individual athletes. Special teams, league and CIF honors will be presented at this time along with letter awards.

In general, it is the last function you will perform as a team member and your attendance is mandatory (neatly dress, wearing a tie) in order to receive your awards. Any absence must be excused by your coach with the approval of the Athletic Director. Any unexcused absence will result in the forfeiture of an award or letter.

### **Trips/Tournaments**

The Athletic Director and Principal must approve all trips. Coaches will fill out a trip permission form. This form must be completed and approved by the Athletic Director and Administration two (2) weeks prior to the solicitation of funds from school parents. The school is aware of the financial sacrifices parents make in sending their students to St. Anthony and does in no way want to place additional emotional stress upon them.

Coaches must fill out the fund-raiser application form and get approval from the Athletic Director and Principal for all fund-raisers to achieve necessary funds for any proposed trips.

The school may impose an additional sum of money to be raised above the projected amount needed. This would be to cover the cost of projected team equipment needed, which is the primary purpose of each fund-raiser.

### **Lettering Policy**

The awarding of an athletic letter at St. Anthony is an acknowledgment of excellence and achievement. In order to receive a letter, an athlete must not only abide by the rules and policies stated in this handbook, but in the Head Coach's opinion, he must be deserving of such a letter. Attendance and attitude toward the team will play a major part in his decision.

Athletes who have earned letters are reminded of their responsibility to wear them with honor and dignity. Uniformity of lettermen jackets is of the utmost importance. Letters and awards are the property of the school until graduation and may be forfeited by any student who is guilty of serious misconduct. Those who violate the rules of the school may be asked to forfeit both their right to wear a Letterman's jacket and to return all letter and awards to the school.

### **Athletic Director**

The Athletic Director is in charge of the entire athletic program of the school and reports the financial affairs of his department to the school Principal and President. He is the person to whom the coaches are responsible for the proper coaching of the teams. He is at all times accountable to the Principal and President. He is under the immediate supervision of the Principal.

### **Student Identification Cards**

Students are required to have in their possession their St. Anthony High School identification card whenever they are on campus and at all games, dances and other school activities. All students are expected to know their student I.D. number.

### **Insurance**

If a student is injured during the course of the regular school day or during any athletic event (practice, game, etc.), he must report the injury to (1) the teacher/coach/person in-charge AND (2) the school secretary. It is absolutely mandatory that both parties are contacted. Should any injury occur after school office hours, the secretary can be contacted the next regular school day. Any injury not reported will be considered ineligible for a future insurance claim.

- If a student and his/her parents file a claim for the student accident insurance coverage, the complete claim form must be submitted to the insurance company within 120 days of the date of the loss or accident. (This is only if the "Report of Injury was completed and submitted within 24 hours of the accident.) These claim forms may be obtained in the Principal's Office.
- All football players are required to buy the additional football insurance provided by the Archdiocese of Los Angeles.

## **EXTRACURRICULAR ACTIVITIES**

### **STUDENT GOVERNMENT**

All students are members of the Associated Student Body (ASB). 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. The Associated Student Body (ASB) government

Attempts to make the students more involved in government affairs in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

All activities of the Student Council are under the supervision of the Director of Student Activities.

### **STUDENT CLUBS**

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 Director of Student Activities. When students are encouraged to seek out opportunities for new clubs cleared through the ASB Director and the Principal.

### **SCHOOL DANCES**

The Student Council coordinates school dances. Only students enrolled at St. Anthony High School or those who have current I.D. Cards from another Catholic high school may attend. The only exception is a student who receives the approval of the Director of Student Activities and the Dean of Students for a guest through a "Guest Pass" for the Winter Formal and Prom. 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 must wear proper attire. No one may leave the dance until it is over. Students will not be admitted to a dance if they have been absent from school any part of that day.

All St. Anthony High School students who will be attending any dance and the junior-senior prom must have tuition and fees paid in full before being allowed to attend. Any student who pre-pays for the Winter Formal, Prom or Grad Night and is later found ineligible to attend will not be able to get a refund. No high school freshman may attend the Prom; a sophomore may attend only as the guest of a St. Anthony High School junior or senior. Grad Night may only be attended by St. Anthony seniors.

All dances fall between the hours of 7:00 p.m. and 12:00 p.m. The Homecoming Dance, the Winter Formal and the Prom are the only exceptions to this closing time. No student will be admitted to a dance one half hour after starting time, or allowed to leave one half hour before the end of the dance.

### **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 Director of Student Activities or a member of the Administration. Nothing should be taped to a window or painted surface.

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## **XI. EMERGENCY PROCEDURES**

### **POLICIES**

St. Anthony regularly drills its students and faculty on procedures in case of an emergency (i.e., fire, natural disaster, earthquake, and civil disturbance). The school has enough water, food, blankets, and first aid supplies to supply the entire student body and faculty for a period of 72 hours. Parents have made the school aware of their wishes for evacuating the campus on their emergency forms, however, please note the following:

**Please do not telephone the school.** If our phone lines are operational, we will be using them for life-threatening emergency calls to outside agencies;

The decision to dismiss school or to continue will be made by the administration. We will use local news media (Radio Stations KABC-790 AM, KNX-1070 AM, and KFWB-980 AM, as well as Television Stations KCBS-Channel 2, KNBC-Channel 4, and KABC-Channel 7, to communicate with parents.

A copy of our emergency plan is on file in the office at all times for review.

These are only plans, which may be modified as situations dictate. We also ask each of our families to go over their individual plans with their sons/daughters. If an emergency occurs which effects the whole community, the safety of the students is the primary responsibility of the school administration, teachers, and staff. The following should be remembered:

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

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

### **EMERGENCY/FIRE DRILLS**

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.

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## **XII. Controversial Issues**

These are topics about which there are definite but differing opinions among theologians, scientists, or social scientists. The school adheres to Archdiocesan guidelines in handling these issues.

### **Emancipated or Eighteen Year Old Students**

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

### **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.

### **Pregnancy**

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

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

The school assists the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternative program, such as St. Anne's Maternity home or programs recommended by the Catholic Social Services.

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

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

### **Policy Regarding Abortion**

#### **Policy**

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

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

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

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

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

### **Child Abuse**

Child abuse is a reality in our society. Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency by a child care custodian or health practitioner. A "child care custodian" includes a teacher, a principal, a teacher's aide, and an administrator of a day camp. A "health practitioner" includes a social worker, a psychologist, a licensed nurse and marriage/family counselor. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

### **Policy Concerning HIV/AIDS Infection (Student)**

HIV infection is not transmitted casually; therefore, it is not in itself a reason to remove a student from the school. If the Principal is notified that a student is infected with HIV, the Principal shall determine whether the student infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question, and the Principal shall answer it by consulting with the infected student's physician, a qualified public health official who is responsible for such determinations, and the infected student's parents or guardians. The Principal shall also determine if the student's behavior could be a danger to others. This group shall also discuss ways that the school may help anticipate and meet the needs of the student infected with HIV.

The principal shall not alter the educational program of the infected student. However, the Principal shall periodically review the circumstances of the case to see if the situation has changed sufficiently to warrant a re-examination of the decision.

If a student's behavior poses a danger to others or there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Principal shall consult with the physician, public health official and the infected student's parents or guardians. If the student's behavior poses no danger and there is not a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Principal shall consult with the infected student's parents or guardians. Additional persons may be consulted, if this is essential for gaining additional information, but the parents or guardians of the infected student must approve of the notification of any additional persons who would know the identity of the infected person (Chapters 1.11 and .99.20 of the California Health and Safety Code). When the Principal makes a decision about the specific case, appeal of the decision may be made by the parent or guardian of the infected student to the Pastor in the parish-school setting or the Superintendent of Schools in the secondary school setting. Utmost confidentiality shall be observed throughout this process.

### **Specific Guidelines Concerning Confidentiality:**

**Informing Persons of the Identity of a Student With HIV/AIDS:** The people who shall know the identity of a student who is infected with HIV/AIDS are those who will, with the infected student's parents or guardians, determine whether the student has a secondary infection that constitutes a medically recognized risk of transmission in the school setting. They are: the Principal, the personal physician of the infected student, and a public health official.

The decision-makers listed above and the infected student's parents or guardians will determine whether additional persons need to know that an infected student attends the school. The additional persons will not know the name of the infected student without the written consent of the infected student's parents or guardians. Additional persons may be notified if the decision-makers feel that this is essential to protect the health of the infected student, or if additional persons are needed to periodically evaluate or monitor the situation. Written consent for notifying these additional persons must be given by the infected student's parents or guardians.

1. **Keeping Records:** All persons shall treat all information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation notes,

telephone conversations, proceedings, and meetings shall be kept by the Principal in locked file. The infected student's parents or guardians shall be advised that this file containing only information relevant to the HIV/AIDS infection is being kept separately from the student's other record. Access to this file will be granted only to those persons who have written consent of the infected student's parents or guardians. To further protect confidentiality, names will not be used in documents except where it is essential.

2. **Penalty By Law:** Any person who willfully or negligently discloses the results of the HIV test that results in economic, bodily, or psychological harm to the affected students is guilty of a misdemeanor and can be imprisoned and/or fined up to \$10,000 for each disclosure. Current law further provides for a civil penalty of up to \$5,000 for each negligent disclosure (Chapter 1.11 of the California Health and Safety Code). Any violation of confidentiality by a school employee will be referred to a special committee composed of the Principal, the Pastor if it is a parish setting, the Regional Supervisor, and the Superintendent of Schools. Any employee who becomes aware of a breach of confidentiality must report that immediately to the Principal, and, in turn, maintain confidentiality.
3. It is the position of the Archdiocese that any person, whether employed by the Archdiocese or not, who breaches confidentiality in any way regarding the disclosure of the name of a student who is HIV infected shall be liable as an individual for this breach and individually responsible for any penalties that may be levied. The school will not provide any defense of liability coverage for any acts that are done in contravention to these confidentiality laws mandated by the State of California.

All instruction is in accord with the directive given by the National Conference of Catholic Bishops and the National Catholic Educational Association. Catholic schools may not endorse or utilize speakers or resource materials of any type which expose students to philosophies and ethical norms different from those of the Catholic Church.

Utilization of speakers and resource materials not directly associated with the Catholic community or officially endorsed by agencies of the Archdiocese are not to be permitted.

The references and qualifications of any speaker not of the immediate school community are to be checked in advance by the responsible school authorities. It is recommended that content outlines and prepared remarks be reviewed in advance, and even that the presenter be heard at a prior speaking engagement.

If the speaker is himself/herself a PWA, it is important that the students be prepared in advance to listen with sensitivity to this person. The speaker must give assurance that he or she will not advocate or approve any position contrary to those of the Church with regard to sexual life-style and behavior and with regard to methods of preventing the transmission of the AIDS virus.

In the training or updating of faculty members who are to be involved in HIV/AIDS instruction, speakers should be selected from among those who have undergone the Archdiocesan training program.

Only materials developed, published, or suitably adapted under Catholic auspices are to be used.

## **XIV. FINANCIAL POLICIES**

### **TUITION.**

TUITION FOR 2008- 2009

TUITION FOR PARTICIPATING CATHOLIC	\$5,600.00
TUITION FOR NON-CATHOLIC or INACTIVE CATHOLIC	\$5,900.00



THE SCHOOL RESERVES THE RIGHT TO:

- Refuse students admittance to quarter/semester examinations if tuition accounts are not current.
- Withhold the issuance of grades and credits if courses are not completed because tuition and fees are not current and/or if there are other delinquent responsibilities (overdue library books and fines, unreturned athletic equipment, unpaid obligations).
- Withhold transcripts to colleges and universities if tuition accounts are not current.
- Refuse students admittance to or participation in any extra curricular activities including inter- scholastic/athletic events if tuition and fees are not up to date.

ATHLETIC FEES: An athletic fee to help pay transportation, security, officials, equipment, and supplies, will be assessed to students playing sports (these fees only cover 10% of our athletic budget):

Football	\$75 plus insurance
Other Sports	\$75
3rd or any additional sport in a year	\$25

**\*Students will not be allowed to participate in practice until this fee is paid. Fall 2007 sports fees must be paid by August 4, 2008.**

**\*All Athletic fees are to be made payable to St. Anthony High School and are collected by the Athletic Director.**

**MANDATORY FUNDRAISING:** The tuition does not cover the entire cost of educating a student. The difference must be made up through fund raising. Each family's contribution will be \$400.00.

There will be two major raffles, one in the fall and one in the spring. For the fall raffle each family will be responsible for \$200 worth of tickets. Families will be responsible for the remaining \$200 during the spring raffle.

**VOLUNTEER HOURS:** The school cannot function without the help of parents in various activities. To encourage your 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 volunteer hours as of May 15, 2009 will be billed at \$25.00 per hour.

**GRADUATION FEE (Seniors only):** This fee covers the cost of programs, decorations for the gym, flowers for the church, musicians, and cap/gown rental. This fee does not cover Grad Night. Disneyland charges St. Anthony High School the cost of admissions to Grad Night. Additionally, St. Anthony High School must secure ground transportation through a chartered bus company. The fee associated with Grad Night will cover both admission to Disneyland and transportation.

## XV. Helpful Information

### What to do if you/Where to go if you:

Have been absent.....Attendance Office  
 Have an accident.....report it to a teacher or the Administration Office  
 Want career information.....Counseling Office  
 Want information on clubs/organizations.....Activities Director  
 Want information on colleges.....Counseling Office  
 Need to contact a teacher.....send an email or go to the Registrar's Office  
 Need a guest pass for a dance.....Dean's Office

Need a bus pass.....	Registrar's Office
Have lost a book or personal item.....	Registrar's Office
Need to pay tuition.....	Business Office
Move to a new address.....	Registrar's Office
Need transcripts.....	Registrar's Office
Have locker trouble.....	Dean's Office

**Textbook Security**

Lock lockers securely. Do not leave locks in set position  
 Do not leave textbooks, backpacks, or personal belongings unattended

**Custody of Minors**

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

**Selective Service**

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

**Voicing Concerns**

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

**Work Permits and Employment**

State law requires that a minor under the age of eighteen, who is required to attend school, must obtain a work permit in order to get a job. Applications may be obtained in the Registrar's Office during the school year and during summer.

California State Labor Law prohibits students under eighteen from working more than four hours on a school day. They cannot work between the hours of 10pm and 5am on school days and from 12:30am-5am on weekends.

All students should have a social security card. Applications are available in the Career Center.

**Appendix B**

**Sexual Misconduct Policy**

**a. SEXUAL MISCONDUCT ARISING IN A MINISTERIAL RELATIONSHIP**

A ministerial relationship is one in which a person is receiving pastoral care from a church leader. Whenever a person begins a relationship with any person in his or her capacity as a church official or leader, a ministerial relationship is created.

This applies to:

- clergy (bishops, priests, and deacons);

- members of religious communities (priests, brothers, sisters);
- lay ministers, lay pastoral associates, youth ministers, and liturgical ministers;
- spiritual directors and pastoral counselors;
- school personnel;
- seminary faculty, staff, and administrators;
- religious education teachers, church camp counselors, choir directors, coaches, etc.

**b. THE NATURE OF SEXUAL MISCONDUCT**

Sexual misconduct is a general term that includes sexual harassment, sexual exploitation, and sexual abuse.

**c. SEXUAL ABUSE ARISING FROM THE MINISTERIAL RELATIONSHIP**

While ministry is never about sexual contact, sexualized contact or sexualized behavior may arise within a ministerial relationship. In our Catholic faith, this is never acceptable in a pastoral relationship with a parishioner, employee, students, spiritual director, counseling client, or anyone who has sought the church's ministry.

**d. SEXUAL HARASSMENT**

Sexual harassment is unwanted sexualized conduct or language between co-workers in the church setting. Although difficult to define precisely, sexual harassment may include, but is not limited to the following:

- making unsolicited sexual advances and propositions;
- using sexually degrading words to describe an individual or an individual's body;
- telling inappropriate or sexually related jokes;
- retaliating against the co-worker who refuses sexual advances;
- offering favor or employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, etc. in exchange for sexual favors.

**e. SEXUAL EXPLOITATION**

Sexual exploitation is the sexual contact between a church leader and a person who is receiving pastoral care from the church leader.

**f. SEXUAL ABUSE**

Sexual abuse is sexual contact between a church leader and a minor or a "vulnerable adult" as defined by law.

**g. PHYSICAL CONTACT**

Either sexual exploitation or sexual abuse can include physical contact from the church leader such as:

- sexual touching or other intrusive touching (i.e., tickling, wrestling, or other physical contact) that causes uneasiness or discomfort to the one touched;
- inappropriate gifts (such as lingerie);
- a prolonged hug when a brief hug is customary behavior;
- kissing on the lips when a kiss on the cheek would be appropriate;
- showing sexually suggestive objects or pornography;
- sexual intercourse, anal or oral sex.

**h. VERBAL BEHAVIOR**

Sexual exploitation or sexual abuse can also include verbal behavior such as:

- innuendo or sexual talk;
- suggestive comments;
- tales of sexual exploits, experience, or conflicts;
- making sexual propositions.

**i. FACTORS THAT MIGHT LEAD TO SEXUAL MISCONDUCT IN A MINISTERIAL SETTING**

It is a common dynamic in ministry for some to feel attracted to those in church leadership positions, or to feel flattered by his or her attention. This never excuses any form of sexual misconduct. Clergy or other church leaders who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power, and are taking advantage of the vulnerability of those who are seeking spiritual guidance.

Because of the respect and even reverence with which many people seek help from the Church's ministries, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is an absence of meaningful consent to any sexual activity, even if the person is an adult. This imbalance of power makes it never okay. It is the responsibility of the Church leader to maintain appropriate emotional and sexual boundaries with those with whom they work or serve.

**j. IMPACT OF MINISTERIAL SEXUAL MISCONDUCT ON ITS VICTIMS**

Victims of ministerial sexual misconduct frequently feel deep shame or self-condemnation. They may fear not being believed or fear being blamed by church officials or members. Many times they may not even realize that the way they were treated was abusive. Sadly, victims can experience a crisis of faith and even leave the Church altogether.

**k. RESPONSE TO COMPLAINTS OF SEXUAL MISCONDUCT**

**HOW COMPLAINTS OR ALLEGATIONS OF SEXUAL MISCONDUCT ARE HANDLED BY THE ARCHDIOCESE OF LOS ANGELES**

The Archdiocese treats all complaints of sexual misconduct seriously and deals with such allegations in a prompt, confidential, and thorough manner with compassion and consideration for all those involved.

- A complaint against an Archdiocesan priest or deacon, Catholic school personnel, or other Archdiocesan employee may be initiated in writing or by telephoning the Assistance Ministry Coordinator at (800) 355-2545.
- Complaints against religious order priests or women religious are made to their own religious superior. The Archdiocesan Assistance Ministry Coordinator is able to assist directing such a complaint to the proper authority.
- Complaints against parish employees or volunteers may be directed to the pastor or associate pastor of the parish in question.

**I. COMPLAINTS LODGED AGAINST A MEMBER OF THE CLERGY  
(I.E., BISHOPS, PRIESTS, AND DEACONS)**

When a member of the clergy is accused, a team (including the Assistance Ministry Coordinator, the Vicar for the Clergy, and a special fact-finder known as an Auditor) responds promptly to the complaint. In dealing with these, the Archdiocese will:

- make every effort to act in a way that protects people from being harmed, including relieving an accused priest or deacon from ministerial duties if there is sufficient evidence to support the allegations;
- comply with all civil reporting mandates governing sexual abuse;
- strive impartially to determine the facts and circumstances as accurately as possible;
- offer victims and their families assistance in obtaining psychological counseling and spiritual directions;
- deal as openly as possible with members of the parish community while respecting the privacy of the individuals involved and in accordance with Church law governing such situations.

**m. PREVENTING SEXUAL MISCONDUCT**

**WHAT IS BEING DONE TO PREVENT SEXUAL MISCONDUCT IN THE CHURCH**

Every effort is made to assure that all persons ministering in the Archdiocese are aware of and will abide by the policies prohibiting sexual harassment, exploitation or abuse, and of the procedures for dealing with incidents of sexual misconduct.

School personnel are screened for their ability to work safely with children, are provided information to help recognize and deal with issues of child sexual abuse, and are offered guidance and instruction on appropriate professional conduct with students.

All seminarians and candidates for the diaconate go through an extensive evaluation and psychological assessment before entering formation. After ordination, priests and deacons receive ongoing training on maintaining the integrity of the ministerial relationship.

Every person has the right to be respected and treated with dignity befitting a child of God. Every person has the right to have appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. It is the responsibility of everyone to protect the safety of children, families, women and men, and to promote healing where there is injury with firm justice and mercy toward all.

## **Appendix E**

### **POLICY FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS**

All those employed by Catholic schools should recognize that while on campus or at any school related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus.

- A faculty or staff member may not associate or be present with students or be party to activities where civil law and/or school rules are violated.
- Students must be viewed as the “restricted individuals” they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardian. They are not adults and are not permitted independent decisions. All involvements/interactions should be approached from this premise.
- Caution and professional attitudes are to be observed in all interactions with students including verbal, written and electronic communications.
- Students are never allowed to go to a faculty/staff member’s home unless it is a school-sponsored activity. Such activities would require the written permission of the parents, other adult chaperones, and the expressed and detailed knowledge/permission of the school administration.

- Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental permission slips that indicate that the transportation is by the faculty/staff member's personal vehicle. The school administration must approve any use of personal vehicles to transport students.
- Student trips must have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
- Games or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.
- A faculty or staff member may not date a student. A breach of this code will result in immediate dismissal.
- Faculty and staff members must avoid assuming the role of a "father or mother figure", which tends to create an excessive emotional attachment for all parties.
- Faculty and staff must never exploit their authority in their dealings with students.
- While in a room with a student/students present, the door should remain open, or there should be clear visibility through door windows.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang, or innuendo must be avoided when interacting with students.
- Topics or vocabulary which could not comfortably be used in the presence of parents or the school principal should not be employed with students.
- Alcohol should not be consumed in the presence of students, unless the administration has authorized its use at a school-sponsored event, nor should it be used irresponsibly prior to attending school events.
- Gifts/mementos should never be given to individual students unless authorized by the principal.
- Teachers/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate.

### **Student/Parent Signed Agreement**

**Please read handbook and this agreement carefully before signing!**

**Student Name (please print)**\_\_\_\_\_

**Grade**\_\_\_\_\_

We, the undersigned, have read and understand the contents of this 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 handbook. We also understand that the above named student will be asked to withdraw if this agreement is not signed and filed with the school's discipline office (it should be handed to the grade level moderator in person by the deadline listed below in order to avoid any possible penalties)

Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

**Please sign and return to your Period 1 teacher by Friday, September 5, 2008. Failure to do so may result in suspension of student.**