

# St. Anthony High School

620 Olive Avenue  
Long Beach, CA 90802

562-435-4496  
Fax 562-437-3055

[www.longbeachsaints.org](http://www.longbeachsaints.org)

## PARENT/STUDENT HANDBOOK 2014-2015

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

FULLY ACCREDITED BY

THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES  
THE WESTERN CATHOLIC EDUCATION ASSOCIATION  
**This Parent/Student Handbook belongs to:**

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

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

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

## I. THE HERITAGE/HISTORY

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

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

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

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

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

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

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

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

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

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

At the same time, the 1933 earthquake set into motion a building program that would bring St. Anthony High School to its current situation. The Sisters of the Immaculate Heart of Mary continued to teach all grades through

high school, using the two-story grammar school building where the high school is located today. Children were crammed in every square inch of the school.

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

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

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

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

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

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

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

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

Early in 1960 the school cafeteria opened at the 6<sup>th</sup> and California (now MLK Blvd.) location. With 1765 students, the 1964-65 school year would be the largest in the school's history and historical as the baby-boomer population expanded SA to the largest Catholic high school enrollment west of Chicago. In 1965 the Watts riots brought racial tension to the forefront throughout the Southland. In 1968, our beloved and tireless Msgr. Dolan died, leaving an unparalleled legacy. Msgr. Ernest Gualderon became the new pastor just as the implementation of the Second Vatican Council changes were trickling into the Archdiocese of Los Angeles.

The Sisters of the Immaculate Heart of Mary – a founding rock of St. Anthony schools – were torn between implementing the changes established by Vatican II and the conservative approach to the Council advocated by the Archbishop. This struggle between the Sisters and the Archdiocese epitomized the internal struggle many Catholics experienced during the turbulent 1960s. It was truly the end of an era in 1969 when the Sisters departed

the school. Their 50 years of selfless dedication to the students and families of SAHS will remain as a firm foundation of the school forever.

SAHS turned fifty years of age in 1970. In 1971 the Boys' and Girls' Departments joined and officially became one co-educational institution. The changes mandated by Vatican II were beginning to take effect throughout the Church. Msgr. Gualderon invited many congregations of women religious to join the faculty and administration. They included the Franciscan Sisters of Syracuse, Sisters of St. Joseph of Cluny, Sisters of Charity of the Incarnate Word, Sisters of the Holy Cross, Carmelites, Dominicans, and Religious Sisters of Charity. A further commitment in 1978 led to a better learning environment with the opening of the Educational Development Reading Laboratory in the "A" building, formerly known as the Girls' School. The facility was funded by the SAHS Foundation, established in 1973 by Msgr. Gualderon, and the Social Justice/Peace Funds provided by the Brothers of Holy Cross, South-West Province. The 1970s also saw the Boys Basketball program dominate the highly competitive Angelus League.

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

The school continued to be blessed throughout the 1990s with a series of championship teams and a further example of the Spirit of the Saints and their traditions. The 1991 Academic Challenge Bowl Trophy made its way to SAHS for the 3<sup>rd</sup> time in four years. In 1991 the Lady Saints Volleyball team capped several years of dominance by bringing home the first ever California State Championship trophy (in any sport). Also that year, the Gymnasium was dedicated as the "Jack Errion Memorial Gymnasium" in memory of Coach Errion's accomplishments (Head Coach 1954-76, 12 Catholic/Angelus League titles). In 1993 Msgr. Gualderon retired after 25 years as pastor. The cafeteria was soon rededicated in his honor. Fr. Lawrence Caruso followed him as pastor and brought a wealth of administrative experience to the parish and its schools. The Baseball team earned its first trip to the CIF Finals in 1995, the same year SAHS turned 75. Fr. Caruso died suddenly in 1997 and was succeeded by Fr. Richard Krekelberg, who served until 2003 when Fr. Jose Magana assumed leadership of parish and grade school.

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

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

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

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

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

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

St. Anthony High School is now firmly in the midst of a renaissance, witnessed through its many significant signs of growth and vitality. The freshmen class for the 2010 school year was the largest in fifteen years. The freshmen class for this coming year will rank as the largest in , is proof that hard work and the relentless spirit of the Saints is alive and well at 620 Olive Avenue. One hundred percent of last year's graduates went on to college. A pervasive "Go Saints, Go" spirit is evident all around us.

Celebrating 90 years of consistent, unwavering, and joyful academic excellence validates that alumni, students, parents, faculty, staff, and community friends are determined to keep St. Anthony's doors wide open to continue to honor the past, celebrate the present, and plan for the future. The list of graduates will continue to grow and from among them, many Hall of Fame members will be selected in the decades to follow. The closing words of our Alma Mater never rang so true:

"Through the years, we shall renew the glory of thy name!"

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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,  
The glory of thy name.**

### **COLORS**

**Purple and White**

### **MOTTO**

**Spes Nostra – Our Hope**



### **NICKNAME**

**Saints**

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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**

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

### **S SPIRITUALLY ENRICHED...**

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

### **A ACADEMICALLY READY...**

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

### **I INTELLECTUALLY EQUIPPED...**

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

### **N NATURALLY EXPRESSIVE...**

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

### **T TECHNOLOGICALLY PREPARED...**

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

### **S SOCIALLY CONSCIOUS...**

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

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### III. ADMINISTRATION, FACULTY & STAFF

#### ADMINISTRATION

President	Gina Maguire
Principal	Mike Schabert
Vice-Principal	Terry Gonzalez
Assistant Principal	Clay Kennedy
Chaplain	Fr. Raymond Marquez
Facilities Manager	Kelly Jondle
Athletic Director	Brian Walsh
Dean of Boys	Clay Kennedy
Dean of Girls	Andrea Carothers
Dean of Studies	Dawn Still
Dean of Student Life	Chris McGuiness
Campus Minister	Chris McGuiness
Dean of Counseling Services	Cassie Aschinger
Student Activities	Chris McGuiness
Technology Director	Josh Ornelas

#### DEPARTMENT CHAIRPERSONS

English	Cassie Aschinger
	Marciea Ball
Mathematics	Dawn Still
Science	Bob Segura
Religion	Dawn Still
Social Science	Clay Kennedy
Foreign Language	Maribel Garcia
Physical Education	Brian Walsh
Fine & Applied Arts	Patty Steponovich

#### TEACHERS/OTHER STAFF

Colleen Aguilar-Spanish  
Cassie Aschinger-English  
Lidia Azouz-Social Science  
Steven Baker-Math  
Marciea Ball- English  
Joe Banfield- Religion  
Kelly Burgess-Math  
Andrea Carothers-Science  
Allen Caveness-Phys.Ed  
Andrea Dalocchio-Spanish  
Maribel Garcia-Spanish  
Gian Grant-Science  
Kris Jondle-Junior/Senior Counselor  
Megan Kachigan-Math/Science  
Clay Kennedy- Social Science  
Alicia Lemau'u-English  
Mike Lloyd- Music  
Fr. Raymond Marquez-Religion  
Aaron Mascaro-Religion  
Brett Minter- Religion  
Kim Robinson-Science  
Roxana Rodriguez- Frosh/Soph Counselor  
Chris Schugt-Math  
Robert Segura-Science  
Tim Saranita-Social Science/Math  
Patty Steponovich-Art/Social Science  
David Thuney-Social Science  
Brian Walsh-Phys. Ed  
Joanne Westberg-English  
Lucrisha Zuniga-English

#### SUPPORT STAFF

Front Office Coordinator	Lourdes Baez
Business Manager	Rey Marquez
Accounting Asst./Registrar	Beatriz McGuiness
Alumni Affairs	Laura Romero
Asst. Development Dir.	Renee Salvador

#### MAINTENANCE

Earl John- Plant Manager  
Lucila Gonzalez- Custodian

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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 Dean of Student Life.

### **2014-2015 Associated Student Body Officers/Committees**

President – Jake Hooper

Vice President – Brandon Soto

ACADEMIC RELATIONS  
Joanna Lopez

CAMPUS MINISTRY  
Alanna Hernandez

RECORDING SECRETARY  
Veronica Soteras

ACTIVITIES  
Jackson Wright  
Sarah Baldwin  
Sarah Bancroft  
Maddie Mizraji  
Bella Carbonara  
Emily Jackson

CLUBS  
Cori Teague

SOCIAL MEDIA  
Caitlin Fanning

COMMUNITY SERVICE  
Jesus Fernandez

SPECIAL EVENTS  
Elizabeth Quionez  
Amethyst Bernard  
Olivia Wallace  
Christian Guinto  
Kalyn Smith  
Danielle Hamlett

ALTHETICS  
Coby Palmares

FINANCE  
Taylor Nguyen

HISTORIAN  
Austin Ocampo

ART  
Danielle Hamlett  
Caitlin Fanning

MARKETING & PUBLIC  
RELATIONS  
Brianna Rojas  
Alex Honeycutt

SPIRIT  
Marielle Ocampo  
Elizabeth Quionez

AUDIO  
Jeanelle Daus

PUBLICITY  
Crystal Quezada

STAFF RELATIONS  
Brandon Soto  
Jake Hooper

### **2014-2015 Class Officers**

#### **Seniors**

Grant Grainger – President  
Adrian Baez – Vice President  
Jordan Hixon – Secretary  
Nathan Marquez - Finance  
Karissa Torres - Publicity  
Demi Nicholson – Publicity

#### **Juniors**

Analee Santa Cruz - President  
Kate Phair – Vice President  
Ricky Contreras – Secretary  
Brittany Montano – Finance  
Claire Mizraji –Publicity  
Jalen Metra-Lopez – Publicity

#### **Sophomores**

Dylan Wilson - President  
Ryan Pavlovich – Vice President  
Thomas Mbadugha – Recording Secretary  
Daniel Martinez – Finance  
Aurea Ocampo - Publicity  
Patty Burson – Publicity

## **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 President/Principal will meet with the parent group regularly to discuss issues and address concerns that will be brought up at the mandatory parent meetings which are held at various times throughout the year.

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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 Dean of Studies relative to curriculum or grading problems OR call the Dean of Students for discipline problems; if no resolution, contact the Vice-Principal.
  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 a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

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

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

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

## **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.

## **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events**

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.

- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles.
- Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

### **Admission Guidelines**

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

- St. Anthony High School is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "to teach as Jesus Did."
- St. Anthony High School forms an Admissions Board comprised of school administrators to review the applications of prospective students, conduct interviews, and enforce the admission guidelines and procedures.
- St. Anthony High School gives preference in admissions to the students of St. Anthony Elementary School and from the other local Catholic feeder schools
- St. Anthony High School accepts students on a space available basis.
- St. Anthony High School charges tuition for its educational services.
- St. Anthony High School has admissions requirements pertaining to academic standards and behavior.
- St. Anthony High School will make every effort to assist students with financial difficulties

### **Admission Procedures**

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

- An application and elementary report card 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, junior, and senior year need an official transcript of all secondary work completed and a discipline clearance from their current school.
- Students owing money to another Catholic school will not be accepted

- **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 (SMART) 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 December and must be returned by the published deadline. All continuing students on financial aid will receive forms through the mail with the deadline for submitting the completed papers. All students applying for aid must meet the 2.00 GPA minimum requirement in order to be eligible for consideration. Students must maintain a 2.00 GPA, or forfeit eligibility for financial assistance.

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.

## **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.

## **Closed Campus Policy**

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

## **Student Deliveries Policy**

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

## **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 spaces are available. 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 in addition to school disciplinary action.

### **Student Property Lost and Found**

All money or other valuables shall be kept safely on one's person or in a **LOCKED** locker. Excessive amounts of money are not recommended to be in a student's possession and should be checked in with the Dean's office.

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

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

### **Faculty Areas**

Students should not be present in designated faculty areas.

### **Lockers**

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

- A locker can be requested by a student at the beginning of the school year. Students may not change lockers or use another student's locker without the approval of the Dean.
- Students may go to their lockers only before school, at the beginning and end of the morning break, at the beginning and end of the lunch period, and after school.
- At all times, lockers are to be kept locked. They must also be clean and neat. There will be periodic health and safety checks and those with untidy lockers will be subject to disciplinary action.
- Students are responsible for the loss or theft of any articles stored in a student locker. Students are responsible for any articles stored in their locker and any writing/markings on the inside of their lockers.
- At the end of the year, a deadline date will be given for cleaning out all lockers.
- Students must use combination locks that are distributed by the school and should not give their locker combination to any other student. Defective lockers or locks should be reported to the Dean immediately. Lost locks will be charged \$10.
- Students may request use of an athletic locker in A building basement on a first-served basis.

### **Hall Passes**

Any student who finds it necessary to leave the classroom 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.
- Students are not allowed in buildings

## **Phone calls**

If parents must contact their student in emergency situations, a message can be left with the main office 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 & Personal Electronic Devices**

The use of cell phones & personal electronic devices on the main campus is prohibited during school hours and in school building. Students cannot use these devices on campus between the hours of 7:45 and 2:15pm. Students may bring these devices to school, but they must be turned off and out of sight during the school day. Cell phones on “vibrate” or “silent” are never considered “off.” Students can make calls before and after school only when they are off the main campus. The church, the gym and the cafeteria are extensions of the main campus during school hours. Use of cell phones/electronic devices for education purposes is allowed with permission of the teacher. School issued iPads must be used for educational purposes and under the guidelines of the iPad Acceptable Use Policy.

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

### **FIRST OFFENSE**

**If a cell phone/IPOD is seen or used during school hours, it will be confiscated immediately and given to the Dean of Students. It will only be released after parent/guardian communication and paying a \$25 fine.**

### **SECOND OFFENSE**

**Item will be confiscated until the end of the semester and only released after parent/guardian communication and paying a \$50 fine.**

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

Bus passes for students utilizing the ***St. Anthony Transportation System*** are available each school day at the front office before school, at break, or during lunch.

### **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.
- Students may lose bus privileges in event of rules violation

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

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

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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 7:55 am. Dismissal is regularly scheduled for 2:15pm except as noted on the school calendar.

### **Procedures Regarding Absences**

Parents/Guardians must call the Attendance Secretary at (562)435-4496 x1200 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 re-admit slip 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 may 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. **If a student comes to school tardy and misses any class period, each missed class will count as an absence and the class the student will be arriving to will count as a tardy.**

### **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, medical appointment, 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. **Reminder: Students are only allowed 15 excused absences per semester.**

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

- 5 Excused Absences = Phone Call Home
- 10 Excused Absences = Student/Parent Meeting
- 15 Excused Absences = No Academic Credit Rewarded

### **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. **Reminder: Students are only allowed 10 unexcused absences per semester. Additionally, students who are absent from class and unexcused will be assessed \$5.00. This fee will be billed at the end of each month.**

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

- 3 Unexcused Absences = Phone Call Home
- 6 Unexcused Absences = Student/Parent Meeting
- 10 Unexpected Absences = No Academic Credit Rewarded

### **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 at least three periods on that given day with the remaining periods considered excused. Any exceptions must be cleared with school Administration. 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.
  - All students will be allowed to be tardy to school excused or unexcused three times a semester without penalty.
  - **If a student surpasses three tardies to school in a semester, the student will be assessed a fee of \$5.00 for every tardy whether it is excused or unexcused.**
  - If the student is tardy unexcused these actions will take place in addition if certain tardy benchmarks are met:
    - 5 Unexcused Tardies = Phone Call Home
    - 10 Unexcused Tardies = Student/Parent Meeting

15 Unexcused Tardies = In School Suspension and Contract  
20 Unexcused Tardies = Dismissal from School

- **Tardy to Class:** A student late for any reason must report to the attendance office for a tardy slip. A detention and \$2.00 fine 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 off-campus appointment on the same day, the student should report to the attendance office before going on to class. If the student does not return until the next day, he/she is to report to the attendance office for a re-admit slip by 7:50 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.**

### COURSES 2014-2015

Religion 9-12	English 11	Spanish 2 Heritage
Biology	AP Language	Spanish 3
H. Biology	English 12	AP Spanish Language
H. Chemistry	AP Literature	Spanish 4
Chemistry	World History	Exploring Art
Chemistry in the community	AP World History	Ceramics
Honors Chemistry	U.S. History	Music Appreciation
AP Chemistry	AP U.S. History	Band
AP Physics	U.S. Government	Music in America
Physics	AP Government	
Marine Science Academy	Macro Economics	Pre-Algebra
Anatomy/Physiology	AP Macro Economics	Algebra I
AP Biology	Criminal Law	Geometry
AP Environmental Science	Health/iPad Study Skills	H. Geometry
	Physical Education	Algebra 2
English 9		H. Algebra 2
H. English 9	Spanish 1	Applied Math
Language Lab	Spanish 1 Heritage	Pre- Calculus
English 10	Spanish 2	AP Calculus AB
H. English 10		AP Calculus BC

“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**

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

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.

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.

## **Computing of Quarter & Semester Grades**

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

## **Grade change policy**

A student requesting a change in 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.

## **Academic Probation**

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

- Probation becomes effective the day report cards are issued.
- Parents will be notified, in writing, when students are placed on Academic Probation.
- Students placed on Academic Probation 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.
- Students will be required to attend "Morning School" until achieving a 2.0 GPA for a grading period

## **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.
- 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. The student may be associated with the activity if they are enrolled in summer school. However, the student remains ineligible until summer school grades have been published. If the student fails to meet this requirement, then he/she will be ineligible to compete or participate in sports or extra-curricular activities until he/she becomes eligible again at the end of the first grading period. This includes practices, traveling to away games, and having any association with the sport or activity.

## **Academic Integrity/Honor Code**

### SAHS HONOR CODE

St. Anthony High School endeavors to form a faith community among parents, faculty and students by providing an atmosphere, which fosters Catholic values and helps students develop as knowledgeable and involved Christians.

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

The core values underlying and reflected in the Honor Code are:

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

This Honor Code summarizes the philosophy, mission statement, and expected school-wide learning. The student body and faculty at St. Anthony will not tolerate any violation of the Honor Code.

Honesty is 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

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

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

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

**First Offense**

1. Teacher will call parents
2. Teacher will notify the Dean's of Student's
3. Student will be issued a teacher detention
4. Grade of "0" will be given for the exam or assignment
5. Student may be placed on disciplinary contract depending on situation

**Second Offense**

1. "0" will be given for the assignment
2. Student will be given a one day school suspension
3. A student/parent conference will take place
4. Student will be put on a strict disciplinary contract

**Third Offense:**

Dismissal from school

**\* Depending on the value of the assignment, or if numerous student's conspired together, the administration reserves the right to elevate to second or third offense consequences.**

**Report Cards**

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

**Progress Reports/PowerSchool**

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

**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 240 credits among the following:

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

- 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.
- Pre-Algebra does not fulfill a year of math requirement.
- Only designated lab science courses fulfill science 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 courses taken at a community college or Catholic high school will be accepted. Students who must take a class at a non-Catholic high school must gain prior permission from the principal. Students who wish to take a summer school course for enrichment must receive prior approval of the administration.

## **Tutoring**

Students who need help in subject areas may utilize the services of the CSF, NHS, or their teachers during the teacher “office hours”. Individual tutoring to students of teachers will be provided free of charge. Teachers will be available Tue, Wed, Thu 2:30-3pm. If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

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

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## **Inclusion**

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

## **Parent/Teacher Conferences**

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

## **Honor Roll**

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

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) 4.0 and above
2. Magna Cum Laude (High Honors) 3.600 - 3.999
3. Cum Laude (Honors) 3.200 - 3.59

## **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 3.5 grade point average.

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

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

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 3.0.

## **Awards Convocation**

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

## **Valedictorian/ Salutatorian**

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

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

### **Campus Ministry**

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

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

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

### **Christian Service**

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

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

The following is a minimum requirement for all students:

- 30 hours for the class of 2015
- 30 hours for the class of 2016
- 20 hours for the class of 2017
- 20 hours for the class of 2018

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

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

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

**NOTE: YOUR RELIGIOUS EDUCATION TEACHER WILL ISSUE SUPERVISOR EVALUATION FORMS IN CLASS. ADDITIONAL FORMS ARE AVAILABLE IN THE STUDENT LIFE OFFICE**

### **Retreats**

Grades:

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

The school sponsors annual retreats, which are a vital part of the catholic school experience. Retreats are designed to enhance the student's relationships with their families, their community and God. Arrangements are made in Religion Classes and parent permission slips are needed for retreats off campus. An additional retreat fee will be required to attend class retreats. This is a requirement for all students. Students who do not attend a scheduled class retreat will be required to make it up as part of an on-campus service provided through the campus ministry department.

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

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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 College/Career Center. Tests that will be offered at St. Anthony High School during the School year are:

Applicants:	STS/HSPT	High School Placement Test
Freshmen	PSAT	Preliminary Scholastic Aptitude Test Interest Inventory Survey
Sophomores:	PSAT SAT or ACT	Preliminary Scholastic Aptitude Test (optional in this year)
Juniors	PSAT SAT or ACT	Preliminary Scholastic Aptitude Test (strongly recommended in this year)
Senior	SAT or ACT	

### College Applications

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

### Transcript Requests

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

## **Letters of Recommendation**

The UC and CSU systems do not require letters of recommendation for admission purposes but may require one or more if a student is applying for a specific scholarship. Private universities usually require a recommendation from 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 online beginning January 1st 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>. Forms are available online only but must be submitted by student using US mail.

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

## **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

**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

**iPad Program- Acceptable Use Policy (Updated 2014-2015)**

Students are granted use of their own and/or St. Anthony High School's technology resources at St. Anthony High School upon return of a signed Acceptable Use Policy Agreement. Use of iPads must be consistent with the Mission Statement of St. Anthony High School and reflect the Catholic standards expressed in that Mission Statement and St. Anthony High School and the Archdiocese of Los Angeles' Handbooks.

To ensure the learning and safety of all of our students, St. Anthony High School students and parents agree to comply with the following:

**General Policies**

- The iPads distributed for educational purposes are the property of St. Anthony High School. The school owns all hardware, apps, and accessories provided with the iPad Program. Parents/guardians pay a one-time fee to cover the use of the device, insurance, purchase of apps, maintenance, and professional development for faculty.
- St. Anthony High School retains the right to collect and/or inspect the iPad at any time, including via electronic remote access, and to alter, add or delete installed apps.
- Parents/guardians are the primary caregivers for their children and ultimately responsible for their technological communications and usage.

- iPads are for educational use. Students who play games, text, or access any social networks during class time will be held accountable with appropriate consequences enforced.
- Pages and Keynotes will be the only apps loaded on Saint Anthony iPads by the school prior to the device being assigned to each student.
- It is strongly recommended that parents/guardians provide iTunes gift card if students are purchasing apps. Saint Anthony High School is not responsible for credit card information registered in student iTune accounts.
- In the event that an iPad is lost or stolen, the parent/guardian must pay the St. Anthony High School the insurance deductible of \$100. Should the replacement iPad be lost or stolen, the parent/guardian must pay the full replacement cost of the unit.
- Users are responsible for all activities conducted when using personal accounts.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- iPads will be used only as permitted by the teacher.
- St. Anthony High School, under the direction of the Administration and the Technology Coordinator, reserves the right to access all incoming/outgoing data accessed by students, faculty, staff and administrators.
- Violation of the Acceptable Use Policy will earn consequences. These may include but are not limited to: disciplinary action, payment of insurance deductible or repair cost, restricted use or confiscation of the iPad.
- The Administration of St. Anthony High School reserves the right to change rules, add rules, interpret rules, or alter consequences in order to ensure a safe environment for all students and staff.

## **Settings**

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

## **Instructional Preparation and Practice**

- Each student will be assigned a school email address. This is the only email for school related purposes which include but are not limited to: communicating with faculty, staff, and administration, registering for Schoology, Dropbox, iCloud, Google Drive, etc.
- Streaming videos from the Internet or the YouTube app during school hours is permitted only with the direct permission of the teacher.
- Students may install games on iPads; however, these games should not be played during the school day (7:45 a.m. – 2:15 p.m.).
- Students are responsible for updating their apps and the iPad software and for doing backups on a regular basis using iCloud, Google Drive and/or Dropbox.
- Students are allowed to have school-appropriate music on their iPads. However, music can only be listened to with a teacher's permission during school hours. No streaming music is allowed at school. Files must be in iTunes.
- Schoology is the primary educational social networking site for St. Anthony High School faculty and students. Students may access social networking sites such as Facebook, use Instant Messaging, and access outside email accounts and educational games only under the supervision and at the discretion of a teacher, administrator, or Technology Coordinator.
  - Users of the Internet will be allowed to download or transfer appropriate programs, pictures, music files or data onto the iPad for educational purposes. Students may not use the cameras nor audio/video recording features on their iPads during school hours unless given permission by and under the direct supervision of a teacher, administrator,

and/or Technology Coordinator. Parents may restrict the use of the camera and recording features at any other time by setting the Parental Controls.

- iPad Zones: Before and after school, students may work on assignments and projects using the iPad in the school courtyard. During lunch, they must use the iPad in the library where there is adult supervision. Students must eat their lunch in the courtyard first before going to the iPad Zone to work on assignments and projects using the iPad.

### **Care and Security**

- Users may not, under any circumstances, log on under or use another user's account or iPad.
- Users may not share passwords.
- Students will lock their iPads using a passcode. This passcode will be kept on file at the school and provided to a teacher, administrator, and/or Technology Coordinator when requested.
- Students are required to have the iPad cover on the iPad at all times, and to transport the iPad in a safe manner (preferably in a backpack). Students participating in after school sports, drama, or other activities MUST have their backpacks locked in a classroom or school/gym locker.
- When walking to or from school, be safe and smart! Don't show or use your iPad.
- All iPads will be securely stored in a locked locker or classroom during breaks, lunch periods, and before and after school while students are practicing sports, music, drama or any other school activity, and when otherwise not in use.
- Students and parents/guardians will follow recommended practices outlined in The Standards for Proper iPad Care.

### **Safety and Privacy**

- Additional restrictions include: access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, fan fiction, and chat rooms.
- Computer, iPad, email, Internet, and Intranet users shall respect the privacy of other users on and off campus.
- Any recording device, including but not limited to iPads, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off the campus, at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to St. Anthony High academics, co-curricular events, and school community life.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- The use of St. Anthony High technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of St. Anthony High School is prohibited.
- Users of the Internet will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or Technology Coordinator. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.
- Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.
- Food and/or beverages are not permitted in any area where computers are located on campus. With the exception of students with medical notes on file, failure to adhere to this guideline warrants a conduct slip and iPad privileges will be suspended for the day.

- Students may not post images of teachers, staff or other personnel on the Internet without receiving written permission from the individual(s) involved.
- Students may not use the cameras or audio/video recording features on their iPads during school hours unless given permission by and under the direct supervision of a teacher, administrator, and/or Technology Coordinator. Parents may restrict the use of the camera and recording features at any other time by setting the Parental Controls.

### **Consequences of Inappropriate Behavior**

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

### **Personal Devices**

No personal wireless or hardwired devices, such as laptops, tablets, PDAs, video cameras, video/telephone cameras (phones must be turned off during classes) shall be used on campus without the written consent of the Technology Coordinator. Even if permission has been granted, all wireless or hardwired devices that attach to the St. Anthony High network must meet all requirements of the Technology Department. Violations of this rule may result in confiscation of the user's equipment and disciplinary action.

### **Disclaimer**

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

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

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

The replacement cost for a lost iPad is \$525.00. If the iPad is stolen, a police report must be filed and returned to St. Anthony High School before a replacement iPad is issued. A \$100 deductible fee will apply.

If an iPad is damaged once and needs to be replaced, there is a \$100.00 deductible fee for the first incident. Should there be another damage incident, the full replacement cost of \$525.00 will be charged.

ALL repairs must be coordinated through SAHS Tech Support. Students may NOT repair the iPad independently, as this nullifies the AppleCare Service Warranty.

ALL photos on the iPad must be school appropriate.

### **The following amendments to the Acceptable Use Policy are effective June 12, 2014.**

1. It is the sole responsibility of the student to keep their St. Anthony student-issued iPad with them at ALL TIMES. St. Anthony High School is not responsible for any iPad left unattended or misplaced. St. Anthony High School Technology will do its best to locate the iPad, however it is not guaranteed the iPad will be located. If an iPad has been stolen or misplaced, the replacement cost for a new iPad will be \$400.00.

2. If an iPad screen is damaged and needs to be replaced, there is a \$115.00 deductible fee. Any subsequent damage will result in assessment of a \$150.00 fee. However, if there is any mechanical damage, it is possible that the full replacement cost may be assessed, which is \$400.00.
3. If a student is withdrawing from St. Anthony High School and chooses not to purchase the damaged iPad (screen or cosmetic damage), the parent/ guardian is responsible for a repair cost of \$250.00.
4. If a student uses a non-Apple product with their iPad resulting in damage to their iPad, the student, parent/guardian assumes all costs to repair the damaged iPad.
5. St. Anthony High School is not responsible for inappropriate use of the school-issued iPad.

## 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 Schoolwide Learning Results (ESLR'S)**

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:

#### **S SPIRITUALLY ENRICHED**

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

#### **A ACADEMICALLY READY**

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

#### **I INTELLECTUALLY EQUIPPED**

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

#### **N NATURALLY EXPRESSIVE**

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

#### **T TECHNOLOGICALLY PREPARED**

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

#### **S SOCIALLY CONSCIOUS**

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

## **Dean of Boys/Girls**

The Deans oversee and direct all aspects of the Discipline Program and maintain a discipline file on each student. The Deans investigate any reported incidents pertaining to rule violations. The Deans 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 Deans assign cases to the Discipline Review Board (when necessary) and ensure the timely disposition of each. The Deans will provide Board members with the relevant case data. The Deans will convene Discipline Review Board conferences and will document conversations, meetings and conferences relative to involved students.

The Deans will make reports, referrals and/or recommendations to the Principal whenever applicable. The Deans 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, the Vice-Principal, two elected full-time members and two appointed faculty members. The Principal will be present.

The Board meets when the Deans deem it necessary to assign the case or at the parent(s) request to allow a hearing for students and parents when there is a Major or Severe Violation or if the parent wishes to revisit the initial decision of the school. 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. In cases where a decision has been made by the school, the board can uphold, reduce, or increase the consequence. 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. More information can be requested from the Principal.

## **DISCIPLINE PROCESS**

### **Classroom/Campus Violations**

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

1. Correct the student behavior
2. Assign student detention, using the detention form, for rule infraction if behavior is not corrected
3. If behavior continues, refer the student to the Deans of Students by way of referral form.

## Violation Forms

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

## Detention Procedure

Students who are issued a detention for a rule infraction will be assigned a detention on a specific date, by the teacher or Deans. It is the responsibility of the student to serve a detention on the assigned date. Failure to serve an assigned detention will result in a \$10 fine and student will have to serve on the next possible detention date. Continued failure to serve will be considered a serious infraction resulting in a **Saturday detention and/or possible suspension**. Parents will be contacted via email and students must return the detention notice signed by a parent for the detention to count.

Students may receive any of the following types of detentions:

### 1. Teacher Detention

A student is issued a teacher's detention due to violations of **Classroom** rules and/or activities that causes interruption of instruction, or affects classroom environment. A teacher may schedule a detention after school for thirty minutes, preferably at lunch, between 2:30 and 3:00 pm or at other times at their discretion. Students must serve the detention at the designated time set by the teacher, however detentions may not be scheduled on days in which the student has to travel on school business. Proof of such travel can be confirmed with administration. **Students who fail to report to a teacher detention will be reported to the Deans and will be fined \$10 and assigned a Deans' detention on the next detention day. Teacher detentions will also be reported to the Deans for violation tracking.**

### 2. Deans Detention

Deans' detentions are issued for infractions of **school** rules and can be given by any teacher or staff throughout the day. A Deans' detention takes place in the Deans' office during lunch on Tuesdays and Thursdays. Students must serve their Deans' detention within one week of receiving the violation. Students must have the parent signed Detention slip to enter detention. **Students who fail to report to a Deans' detention will be fined \$10 and must make up the detention on the next available detention day.** Continued failure to serve will be considered a serious infraction resulting in a **Saturday detention and/or possible suspension. Deans' detentions will also be recorded for violation tracking.**

### Rules for Teacher and Dean Detentions:

- Students must turn in signed violation slip or signed note from a parent for admittance
  - Students are to be seated promptly by the time assigned
  - For the duration of detention students must:
    - Sit up straight against back of chair
    - Avoid using hands or arms to keep head up
    - Keep feet off any desk or furniture in front of them
    - Sit Still
    - Keep eyes open
    - Remain Silent
  - Students may be asked to perform clean up/maintenance duties if necessary
- \* Students may be dismissed from detention if rules are not followed and the detention will not count. Consequences for not serving a detention will then follow.

### 3. Saturday Detention

Saturday detention hours will be from 9am to 12pm on selected Saturdays of the month. The week before the Saturday detention, students will be notified that they need to serve. Saturday detentions are earned by either continually not serving a teacher/Deans detention, reaching the discipline benchmark of six violations, or at the discretion of the administration. If a student does not show up for the Saturday detention, the parents will then be notified and the student will receive a one-day out of school suspension.

#### **Rules for Saturday Detentions:**

- Students must report on time to designated area.
- For the duration of detention students must:
  - Follow all directions and instructions
  - Pay attention
  - Stay on task
  - No talking
  - Dress appropriately
- Students may be asked to perform clean up/maintenance duties if necessary
  - \* Students may be dismissed from detention if rules are not followed and the detention will not count. Consequences for not serving a detention will then follow.

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

- Tardiness to class
- Riding bikes/skateboards on campus
- Locker abuse
- 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 (students may be required to shave that day on campus)
- Dress code violation
- Failure to comply with directives
- Out of class without having a hall pass
- Failure to follow class rules
- Use of cell phone/electronic device (see policy)
- 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 or violation/misuse of iPad
- 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
- Littering on campus
- Other – at the discretion of the administration

## **Record of Violations**

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

## **Penalties for accumulated violations**

**For each violation (in-class or out-of-class), detention must be served.**

**The following consequences will be in effect for accumulated violations:**

- 3 Violations = Phone call home
- 6 Violations = In-school Suspension & phone call home
- 9 Violations = One Day Out-of-School Suspension & Parent Conference
- 12 Violations= Two Day Out-of-School Suspension, Parent Conference  
Disciplinary Contract & Probation
- 15 Violations= Student asked to withdraw or student expulsion

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

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

## **Student Behavioral Referral**

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

## **Major violations:**

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

- Possession/use of tobacco
- Willful defiance of authority; insubordination
- Lying to authority
- Copying/plagiarism/cheating
- 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
- Display or writing satanic or gang symbols
- Violation of the AUP
- Other – at the discretion of the administration

## **Penalties for accumulated referrals:**

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

One referral equals in school suspension the remainder of the school day + parent contact

Two referrals equals one day out of school suspension + parent phone call  
Three referrals equals two day out of school suspension + parent conference + behavior contract  
Four referrals equals indefinite suspension and going before the discipline review board for possible expulsion.

### **Severe violations:**

- Possession or use of drugs and/or alcohol
- Fighting
- Harassment/Bullying of students
- Being on probation with law enforcement
- Robbery
- Major theft
- Bomb threats
- Graffiti
- Possession of weapons
- Willful destruction of property
- Assault
- Gang membership or affiliation
- Knowingly receiving stolen property
- Setting off Fire Alarm
- Violation of the AUP
- Other

### **Penalty for severe violations:**

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

**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 violation, he/she should first speak to the teacher or staff member who issued it. This conversation should happen within one week of receiving the violation.
2. If the issue is not resolved, the student may request a meeting with the Deans, whose decision is final.
3. In more serious matters, the Dean 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.

### **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.

**Students who are suspended from school more than three times during a school year will be called before the discipline review board for possible dismissal.**

### **Disciplinary Probation**

A student, who accumulates 12 violations in a year, or for serious rule infractions, will be placed on behavior contract/disciplinary probation for the remainder of the year or for a certain period of time. Being on probation will 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 disciplinary 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.

## **Backpacks**

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

## **School Searches**

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

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

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

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

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

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

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

## **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.

## **Gum Chewing Policy**

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

Student may opt-out of serving detention by paying \$2 fine when reporting for detention. If fine is not paid detention must be served.

Gum violations are tracked as follows: 3 gum violations = 1 regular violation toward our violation tracking system.

## **Unauthorized Student Internet Websites/ Internet Behavior**

It is unacceptable to use the St. Anthony High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.

In addition, use of the internet and other social media in which disparaging and harmful comments are made regarding SAHS, teachers, other students, are subject to appropriate disciplinary action. Students/parents, by being a member of the SAHS community, must use appropriate methods of communication when conflict arise. If there is a personal conflict, the student/parent should make effort to resolve these conflicts in an appropriate way. In addition, student "bullying" of other students will be taken seriously and could be cause for harassment leading to suspension, dismissal from SAHS, and/or referred to outside law enforcement.

## **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 may be denied to students with dress code violations, which cannot immediately be brought up into compliance. Any student not observing the dress or hair regulations may be detained in the discipline office until he or she is in compliance with the dress code. An attempt will be made to notify parents/guardians at work, or home, so that the violation can be corrected, and 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 X. Disciplinary Policies and Procedures starting on page 36.

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 or unless otherwise noted below.

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

### **Pants**

Khaki slacks or Capris (girls only)

(pants must be properly fitted to the waistline of the student and must be a solid print)

("altered" pants are not acceptable)

\*Only Norman's Uniform or Dickies brand of khaki pants are acceptable

### **Walking Shorts**

Khaki

(shorts must be properly fitted to the waistline of the student and must be a solid print)

(for boys, shorts must not be lower than 2 inches below the knee)

(for girls, shorts can be no more than 4 inches above the knee)

\*Only Norman's Uniform or Dickies brand are acceptable

### **Shirts**

- SA Issued or Norman's White or Purple Polo

- Norman's White Oxford Long or Short Sleeve (whenever worn, this shirt must be tucked in)

\* Polo shirt does not need to be tucked in but must be properly fitted at all times. Oxford shirts must be tucked in at all times.

### **Sweatshirts**

Norman's or SA Issued White, Purple or Heather Grey

Sweatshirts may not be worn underneath a polo or oxford shirt.

\*SA issued/approved hooded sweatshirts allowed. Hoods may not be worn at any time at school and SAHS events.

## **Belt**

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

## **Skirts (Girls only)**

Norman's Plaid skirt (no more than 4 inches above the knee)

## **Jackets/Sweaters**

SAHS Letterman Jackets

SAHS Norman's Purple zip up with logo

SA Issued school/team jackets, white, purple or heather grey only

Purple V-neck sweater from Norman's

Purple Cardigan sweater from Norman's

\*\*Black sweaters/sweater vests are allowed ONLY on mass days. This is a discontinued item but if a student has this item, it may be worn on Mass days only.

## **Other Notes**

- SA issued apparel items from school teams and/or clubs that have previously been approved by the administration are allowed NO CUSTOMIZED, INDIVIDUAL APPAREL WILL BE ALLOWED.
- No crop polo shirts for girls will be allowed.
- Undershirts are allowed in white only.
- All Pants, Shorts, Skirts and shirts must be properly fitted at all times.
- School uniform is worn for all field trips/college visits.

## **Footwear/leg wear**

Athletic shoes, dress, or casual shoes with closed toe and closed heel. Shoes and matching solid black/white socks. Any non-athletic shoe that extends above the ankle is considered a boot (i.e. military boot, construction shoes, etc.). Boots, sandals, flip-flops, Ugg style boots or shoes, dance shoes and slippers, moccasin-style shoes, house slippers etc. are prohibited. Leggings will not be allowed. Opaque (not see through) black or white tights may be worn with skirts, not allowed with shorts. Tights must not have any holes or runs.

If students are in inappropriate socks, they will be provided a pair of socks at the Deans' office, and parents/guardians will be billed \$3. The inappropriate socks will be confiscated and parents/guardians will need to pick up.

## **All Students**

1. Pants and shorts will be worn with a belt and worn appropriately at the waistline.
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 anytime including school and extra-curricular events indoors or on main campus property.

## **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) razor cut styles are not acceptable. Extreme styles are not acceptable.

2. Hair must be neatly trimmed. Determination of unacceptable hair and length will be at the discretion of the Dean.
3. Step-type haircuts/styles including lines, shaved sides, tails are not acceptable.
4. Clean shaven (i.e. no beards, mustaches, or facial hair). Sideburns may extend no lower than the middle of the ear.
5. Body piercing and tattoos are not acceptable for any student. Students who have tattoos must take whatever means necessary to cover it.
6. 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. Extreme styles/colors are not acceptable.
2. Jewelry in moderation is acceptable for all students. Each ear can have two earrings of appropriate size. Body piercing, excluding ears, and tattoos are not acceptable for any student. Students who have tattoos must take whatever means necessary to cover it.
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.

**This 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.**

**Acceptable attire at SAHS extra-curricular/school events/Reward Dress**

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

Tops:

- Blouses
  - Dress
  - Button shirts
  - Polo Shirts
  - T-shirts in good taste
  - Sweaters
- \*All shirts, blouses and dresses must fit appropriately at all times.

Bottoms:

- Jeans (no low rise or baggy, no tears, rips or holes)
- 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/min-skorts
- Sandals, flip-flops
- Torn or tattered clothing
- Clothing that is too tight or too baggy

- Hats, headwear of any kind, sunglasses indoors or on main campus
- Anything that does not represent the identity of S.A.H.S.

### **Special “Jean” Days**

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

- Students may wear blue jeans with their SA polo or Oxford shirt, **ONLY**.
  - \* Jeans must be properly fitted at all times
  - \* Jeans may not have any tears, rips or holes

### **Spirit Week dress**

Themed dress-up days are common during spirit weeks. Appropriate costumes and attire is expected. The above listed forbidden items are still in effect during spirit weeks.

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

### **Mass Day Attire**

To respect the sacredness of the event, the following are guidelines for Mass Day Attire:

#### BOYS

- Khaki pants
- White short/long sleeve uniform Oxford shirt, tucked in
- SA issued necktie from Norman’s, cinched up
- Solid black or brown belt
- White undershirt
- Black Socks
- Black or brown dress shoes (no tennis shoes)
- Optional purple v-neck sweater or purple Cardigan
- Optional black sweater/sweater vest (discontinued item but can be worn for those who still own them)

#### GIRLS

- Uniform Skirt
- White short/long sleeve uniform Oxford shirt, tucked in
- SA issued necktie from Norman’s, cinched up
- Black or white opaque (not see through) tights or...
- Black or white solid socks above the ankle, to the shin or higher (no ankle socks)
- Black dress shoes (no tennis shoes, no heels over 2 inches)
- Optional purple v-neck sweater or purple Cardigan
- Optional black sweater/sweater vest (discontinued item but can be worn for those who still own them)

Students who are not wearing a tie on Mass Days will be provided one by the Deans’ office, and parents/guardians will be billed \$18.

### **Confiscated Clothing Items:**

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

### **Formal Attire for Dances:**

Girls: Dress should be modest and in good taste. Dresses that are too short, form fitting, or revealing will not be permitted. The front of the dress must be cut above the breast line in a solid (non-mesh) material. The back of the dress must not be lower than

the elbow, when standing, in a solid (non-mesh) material. Cut outs, or mesh material that will expose midriff, excessive cleavage, or leg are not permitted. 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. The Dean of Girls reserves the right to have the student bring her dress to campus prior to the formal dance for approval.

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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.

### **Athletics**

A separate Athletic Handbook can be found in the "Athletics" section of the school website.

### **Students Government(ASB)**

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 Dean of Student Life.

### **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 Dean of Student Life. Students are encouraged to seek out opportunities for new clubs but permission must be gained through the ASB Director and the Principal. Off campus club related field trips and/or service projects will require permission slips for attendance.

### **Dances**

The Student Council coordinates school dances. Only students enrolled at St. Anthony High School may attend. The only exception is a student who receives the approval of the Dean of Student Life and the Dean of Boys/Girls for a guest through a "Guest Pass" for the Winter Formal and Prom. All guest passes must have the proper identification and signatures to be valid, and must be turned in 48 hours before the dance to be considered. 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 on the day of the dance.

All St. Anthony High School students who will be attending any dance and the junior-senior prom must have tuition and fees paid in full before being allowed to attend. Any student who pre-pays for the Winter Formal, Prom or Grad Night and is later found ineligible to attend 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. Attendance for the entire school day on the day of Grad Night is required.

All dances may fall between the hours of 7:00 p.m. and 12:00 p.m. No student will be admitted to a dance one half hour after starting time, or allowed to leave one half hour before the end of the dance.

Students who have not met their financial obligations will not be allowed to attend dances.

### **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 Dean of Student Life or a member of the Administration. Nothing should be taped to a window or painted surface. "Blue painter's Tape" is the only tape allowed to be used on campus for posting of signs and posters

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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. Issues of Special Concern**

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 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 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.

## **Harassment Policy**

St. Anthony High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed frivolous or false charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any of all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person;

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures;

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs.

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Such control has the purpose or effect or unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

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

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

It is the student's responsibility to:

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

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

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

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

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

## **Sexual Misconduct Policy for Adults/Staff**

### **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, liturgical ministers;
- Spiritual directors and pastoral counselors;
- School personnel;
- Seminary faculty, staff, and administrators;
- Religious education teachers, church camp counselors, choir directors, etc.

### **The Nature of Sexual Misconduct**

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

### **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, student, spiritual directee, counseling client, or anyone who has sought the Church's ministry.

### **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 favors or employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, etc., in exchange for sexual favors.

## **Sexual Exploitation**

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

## **Sexual Abuse**

*Sexual abuse* is sexual contact between a Church leader and a minor or a “vulnerable adult” as defined by law.

## **Physical Contact**

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

- Sexual touch or other intrusive touching (i.e., tickling, wrestling, or other physical contact) that causes uneasiness or discomfort in the one touched;
- An inappropriate gift (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.

## **Verbal Behavior**

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

- Innuendo or sexual talk;
- Suggestive comments;
- Tales of sexual exploits, experiences or conflicts;
- Making sexual propositions.

## **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 ministers, 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 he or she works or serves.

## **Impact of ministerial sexual misconduct have 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.

## **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 Victims Assistance Ministry Coordinator at 800 355 2545.
- Complaints against Religious Order priests or Women Religious are made to their own Religious Superior. The Archdiocesan Victims 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.
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### **Complaints lodged against a member of the clergy (i.e., bishops, priests or deacons)**

When a member of the clergy is accused, a team (including the Victims Assistance Ministry Coordinator, the Vicar for 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 direction.
- 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.
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### **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 the dignity befitting a child of God. Every person has the right to having 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 towards all.

### **ARCHDIOCESAN POLICY AND PROCEDURES FOR REPORTING ALLEGATIONS OF SEXUAL ABUSE OF MINORS TO PUBLIC AUTHORITIES**

This relates solely to Archdiocesan policy and procedures for reporting abuse or neglect of minors in any situation in which a minor might currently be at risk of abuse or neglect, or in which there is the possibility of prosecution no matter how remote. The policy is based on our mandated reporting duties under California law and the long standing Archdiocesan commitment that its employees and officials fully comply with those responsibilities. Our elective reporting, which is broader than California law, arises from the Archdiocesan commitment, expressed in this policy, to cooperate with law enforcement authorities as required by the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* (norm 11) and the *Charter for the Protection of Children and Young People* adopted by the United States Conference of Bishops in 2002 (“*Essential Norms*” and “*Charter*”).

Reports of child abuse or neglect of minors involve two distinct categories: (a) reports of abuse or neglect of a current minor; and (b) reports of past abuse or neglect of a minor who is now an adult.

#### A. MANDATORY REPORTING

It is the policy of the Archdiocese to cooperate fully with the mandatory reporting laws. All those designated as mandatory reporters shall make a report to a child protective agency or to the local police whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. To comply, the mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send a written report thereof, using the standard State form provided for mandatory reports, within 36 hours of receiving the information concerning the incident. When two or more mandated reporters have knowledge of a known or suspected instance of child abuse or neglect, they may elect one person to report. However, if the person designated fails to report, then the other person(s) is/are responsible for making a report.

The mandated reporter should also inform by telephone as soon as possible and send a copy of the written report to the Archdiocesan General Counsel's Office at the Archdiocesan Catholic Center. As applicable, the General Counsel's Office will advise the Assistance Ministry, the Vicar for Clergy and Clergy Misconduct Oversight Board, the Vicar for Women Religious, the Department of Catholic Schools, the Office of Human Resources, or other Archdiocesan Agencies.

#### B. REPORTING – WHEN THE VICTIM IS NO LONGER A MINOR OR NO CHILD IS CURRENTLY IN DANGER

In addition to the mandated reporting, subject to certain exceptions, it is the policy of the Archdiocese to make a report to law enforcement of child abuse or neglect of a minor even when the purported victim is now an adult or no child is currently in danger.

When any person working in an Archdiocesan ministry (e.g., a priest, administrative person, Assistance Ministry Coordinator, Vicar for Clergy, etc.) receives a complaint in a situation regarding past abuse where the victim is no longer a minor, the party receiving the report will inform the person lodging the complaint of his or her right to make a personal report to the appropriate law enforcement agency. The person lodging the complaint will also be informed that the information he or she provides may be forwarded to law enforcement by the Archdiocese.

The person receiving the complaint shall forward that complaint immediately to the General Counsel. If the report involves a priest, deacon or a member of a religious institute, a report also shall be forwarded to either the Vicar for Clergy and the Clergy Misconduct Oversight Board or to the Vicar for Women Religious, as the case may be. A report will be made to law enforcement when the General Counsel finds that the information creates a reasonable suspicion that the abuse occurred.

The General Counsel will prepare the Report When The Victim Is No Longer A Minor Or No Child Is Currently In Danger, Exhibit A, and will fax it to the appropriate law enforcement agency in accordance with the agreements that have been or will be reached with the civil authorities of the three counties within the Archdiocese.

When the alleged perpetrator is a cleric and is not now, and was not at the time of the abuse, either incardinated or serving in the Archdiocese of Los Angeles, and when the misconduct purportedly occurred outside the Archdiocese, the Vicar for Clergy will forward the report to the arch/diocese where the abuse allegedly occurred so that the appropriate official of that arch/diocese can make a report in accord with their policies and the applicable civil law of that jurisdiction. In all cases where the person accused is a member of a religious institute (priest, deacon, or brother), the Vicar for Clergy will forward all reports of child abuse or neglect to the religious superior of that cleric. If the person accused is a woman religious, the Vicar for Women Religious will inform the appropriate religious superior. In doing so, the Vicar for Clergy or Vicar for Women Religious will also inform the superior whether or not a report has been made to civil authorities in accord with the provisions of this policy.

When the alleged perpetrator is a lay person and the report alleges that the child abuse or neglect occurred outside the Archdiocese but arose out of a relationship, no matter how attenuated, to any activities or duties of the lay person in the service of the Church or any of its ministries, the General Counsel will forward the report to law enforcement in the jurisdiction where the abuse allegedly occurred.

Reports in the following categories may be forwarded to law enforcement either (a) after being presented to the Clergy Misconduct Oversight Board and the Vicar for Clergy for their review and recommendation involving alleged perpetrators who are priests, deacons or clergy who are members of religious communities, or (b) after being presented to the General Counsel for review and recommendation involving alleged perpetrators who are lay persons:

1. Reports from an anonymous reporter;
2. Reports from a person other than the victim;
3. Reports that have incomplete or clearly erroneous information, such as, the priest was not assigned to the parish when the abuse occurred, the priest's name is not known, the partial name of the priest provided does not match any priest within the parish or church ministry, or the name of the priest is unknown to the Archdiocese;
4. Reports from persons of potentially suspect credibility, such as a person recently discharged from employment by the alleged perpetrator.

The Archdiocese may conduct an investigation based upon the initial report before submitting any report to law enforcement. In making their recommendations to the Archbishop whether to report, the Board, Vicar for Clergy, or General Counsel, as the case may be, will consider all of the available information including the results of any investigation and will evaluate the irreparable damage to the reputation of the accused person against an evaluation of whether the information creates a reasonable suspicion that the abuse occurred and is capable of being acted upon by law enforcement. The Archbishop will receive the recommendations of the Board, the Vicar for Clergy and/or the General Counsel (depending upon the category of alleged perpetrator) and should reasonable suspicion be identified a referral will be made to law enforcement.

A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to the mandatory or elective reporting. For purposes of this exception, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of the Roman Catholic Church, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of the Roman Catholic Church has a duty to keep those communications secret.

The General Counsel's Office will maintain a copy of all reports in its legal files. The Assistance Ministry will maintain a copy of such reports in each victim's file. The Vicar for Clergy will maintain a copy of such reports in the priest or deacon's confidential clergy file and the Clergy Misconduct Oversight Board in its confidential files.

## **Complaint Review Process for Archdiocesan and Parish School Parents and Students**

### **Introduction**

Concern for the dignity and rights of each individual is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

### **Purpose**

The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **Personal Conduct**

All those participating in the Complaint Review Process are responsible to:

- strive towards reconciliation;
- act in good faith.

## **Definitions**

The person referred to as the responsible official in the process is the person designated by the archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

## **Process**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official reviews the facts presented and facilitates a thorough discussion of the problem. The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of this written complaint are sent to the responsible official and the regional supervisor of the Department of Catholic Schools. The regional supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties.

However, if no agreement can be reached, the regional supervisor makes a determination concerning the resolution of the complaint based on the application of archdiocesan and school policies and/or regulations. The regional supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the regional supervisor.

## **Effects of Complaint Resolution**

The determination concerning a complaint is applicable to that complaint only and is not binding authority for the disposition of any other complaint. School policies, rules, regulations contained in Faculty Handbooks, Student/Parent Handbooks, employment agreements, Archdiocesan Administrative Handbooks and the like are binding and not subject to reversal or abrogation because of the decision reached in a Complaint Review Process.

## **Disability Discrimination Complaint and Review Process for Students and their Parents or Guardians**

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the bases of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation of any form. You should use the Complaint and Review Process when issues arise at the school relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the school staff.

## **Initial Complaint Process**

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the principal of the school, in writing, within fifteen (15) days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

Archdiocesan Compliance Officer  
Department of Catholic Schools  
3424 Wilshire Boulevard  
Los Angeles, CA 90010

If you do not submit a written complaint to the principals of the school within the fifteen (15) day period, it will be considered untimely.

3. The principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The principal will advise you in writing of the outcome of the investigation and his/her decision within twenty (20) days of submission of your written complaint.

### **Review Level**

1. If you disagree with the decision of the principal, you may appeal the decision in writing to the next level for review. The request for review must be submitted within ten (10) days of the principal's written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to St. Anthony High School. The Supervisor can be reached at (213) 637-7313. The school Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.

2. The school Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearings will be set within ten or fifteen days after receipt of your request for review, giving consideration to the schedules of all persons involved.

3. At the Review Hearing:

- a. You explain your complaint, present relevant documentation and answer questions the reviewer(s) may have.
- b. The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
- c. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
- d. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing.

Your participation in this Complain and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to:

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights  
([http://www.ascr.usda.gov/complaint\\_filing.html](http://www.ascr.usda.gov/complaint_filing.html))

The addresses of the government offices closest to you can be found in the front of your telephone book.

## XIV. FINANCIAL POLICIES

### TUITION.

TUITION FOR 2014-2015

TUITION (Grades 9-11) FOR PARTICIPATING CATHOLIC	\$7900
TUITION (Grades 9-11) FOR NON-CATHOLIC or INACTIVE CATHOLIC	\$8200
TUITION (Grade 12) FOR PARTICIPATING CATHOLIC	\$8350
TUITION (Grades 12) FOR NON-CATHOLIC or INACTIVE CATHOLIC	\$8650

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

### **ENROLLMENT in SMART TUITION PLAN is MANDATORY for all families!!!**

A \$400 discount will be awarded if tuition is paid in full by July 1, 2014

REGISTRATION FEE	\$475.00 (non-refundable)
MANDATORY FUND RAISING	Included in tuition
GRADUATION FEE	Included in tuition

#### Senior Graduation Activities

Prom	\$82- \$100 (not included in tuition amount) This fee covers the food, room rental, decorations, cost of invitation printing, flowers, table décor, etc.
Senior Retreat	Approx \$150.00 (included in tuition amount) This covers retreat facility, lodging, meals, supplies etc.
Grad Night	\$100.00 (included in tuition amount) This fee covers the cost of entrance into Disneyland- \$65.00, and the bus rental to go to Disneyland.
Graduation Fee	\$200.00 (included in tuition amount) This fee covers flowers and décor for the Baccalaureate Mass and Graduation, cap and gown, and diploma.  <b>BACCALAUREATE Mass: May 29, 2015</b> <b>GRADUATION: May 30, 2015</b>

The return of a personal check unpaid by your bank will be cause to assess your **account \$25.00 plus collection fees**. We may re-deposit the check or ask you to remit by another acceptable method. These methods include cash, money order or certified check. We reserve the right to refuse acceptance if your payment is not by the acceptable method. We further reserve the right to place any account for collection when our sole efforts do not yield timely settlement.

During examinations, we will not accept payment by personal check, but **ONLY BY CASH, MONEY ORDER OR CERTIFIED CHECK**.

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

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 of \$100 per sport 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):

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

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

**VOLUNTEER HOURS:** 20 hours per family (10 hours for single/military) are required. 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 10, 2015 will be billed at \$25.00 per hour.

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

## XV. Helpful Information

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

Have been absent	Front Office
Have an accident	report it to a teacher or the Administration Office
Want college/career information	Counseling Office
Want information on clubs/organizations	Student Life Office
Want information on colleges	Counseling Office
Need to contact a teacher	send an email or go to the front office
Need a guest pass for a dance	Dean's Office
Need a bus pass	Front Office
Have lost a book or personal item	Front Office
Need to pay tuition	Business Office
Move to a new address	Front Office
Need transcripts	Counseling Office
Have locker trouble	Dean of Boys
Need info on Student Service Hours	Campus Minister/Religion teachers
Parent Hours	Front Office

### Custody of Minors

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

### Selective Service

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

### 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 College/Career 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.

**Student/Parent Handbook, Athletic Handbook Signed Agreement**

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

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

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

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

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

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

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

**iPAD Program Acceptable Use Policy Signed Agreement**

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

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

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

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

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

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

**Please sign and return to your Period 1 teacher by Friday, September 12, 2014. Failure to do so may result in suspension of student.**