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"I press on toward the goal to win the prize for which God has called me Heavenward in Christ Jesus."

## **2016-2017 Student-Parent Handbook**

St. Anthony High School  
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## INTRODUCTION

This Student-Parent Handbook is intended to explain rules that will enhance the educational environment at St. Anthony High School. We depend on each student, parent, teacher and staff member to support the procedures and guidelines. The administration reserves the right to deviate from specified actions or rules to ensure proper and safe operation of St. Anthony High School. The parish board of education, administration, faculty, parents and students cooperate to foster a Christian atmosphere based on mutual respect. We value the uniqueness, the dignity, and the integrity of each person. We work together for a personal spiritual growth and for growth as a vibrant Catholic faith community. We strive to foster academic excellence that recognizes individual differences and challenges each person to maximum growth. Our ultimate goal is to promote total human development as Christians. We value a learning atmosphere that invites enthusiasm and self-discipline on the part of each person, an atmosphere built on positive and supportive relationships that challenge and motivate.

## PHILOSOPHY AND GOALS

At St. Anthony High School, we believe our learning community assists young people in the fourfold mission of the church; to teach and proclaim the Gospel; to live in community; to serve each other; and to worship. This mission, centered around the Eucharist, is founded in the belief that all students are created in God's image with unlimited potential. In order to nurture each student's innate abilities, we believe our learning community... ..promotes an environment that is conducive to learning. ...encourages the development of the whole person by providing the skills to carry beyond the boundaries of the school. ...fosters self-esteem, tolerance, and responsibility through classroom activities and community service. ...challenges students to develop learning experiences to their optimum levels. ...relies on parents (the primary teachers of their children), school, and church to form an interdependency that demands communication, support, and involvement. ...provides role models in Christian teaching and doctrines to encourage the Christian response to service. ...teaches Christian social teachings and doctrines both directly and indirectly at home and on a global level. ...promotes the value of citizenship of one's nation, state, and the city through the teachings of history and responsible citizenship. ...introduces each day with prayer and the Pledge of Allegiance.

***"I press on toward the goal to win the prize for which God has called me Heavenward in Christ Jesus."***  
Philippians 3:14

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## ADMISSIONS POLICY

Educational programs operated under the auspices of the Diocese of Springfield in Illinois admit students and do not discriminate on the basis of race, color, gender, national, ethnic origin, physical or mental impairment. Students, within the limitations of St. Anthony High School's ability to accommodate, are entitled to all rights, privileges, programs, and activities generally available to students in its programs.

Admission to St. Anthony Schools will be denied to any student expelled from another school, be it public or private. Appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admission. As a condition of student enrollment, parents/guardians are to accept and to support the rules and guidelines in this handbook. St. Anthony High School shall comply with the Americans With Disabilities Act and shall do all in its power to provide Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. Present state statutes require that public school districts accept in part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

Once students are accepted into the St. Anthony High School community, they are required to maintain a commitment to the school's mission, academic goals, and religious values as outlined in this Student-Parent Handbook. Continued enrollment at St. Anthony High School will be contingent upon appropriate achievement in all of these areas.



## SCHOOL SONG

On ye Bulldogs, on ye Bulldogs, on to victory! We are with you through the battle, Fighting team are we! Rah! Rah! Rah!  
We are loyal to our colors, white is for our fame! So fight, Bulldogs, fight and you will win this game! Cha hee, Cha haw,  
Cha haw, haw, haw St. Anthony Bulldogs, Rah! Rah! Rah!

## PRECEPTS OF THE CATHOLIC CHURCH

1. To keep holy the Lord's Day: by worshiping God in Mass every Sunday and Holy Days of Obligation, by avoiding those activities that would hinder renewal of the soul and body. (Catechism of the Catholic Church 2042).
2. To lead a sacramental life: to receive Holy Communion frequently and the Sacrament of Penance regularly.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance as Christ's disciple.
4. To observe the marriage laws of the Church: by raising one's children in the ways of the faith.
5. To strengthen and support the Church: one should be a steward of the gifts God has given; by sharing with your own parish community and priests, the worldwide Church and the Holy Father. (Catechism of the Catholic Church 2043).
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join in the missionary spirit and apostolate of the Church. (Catechism of the Catholic Church 2472).

## **ST. ANTHONY HIGH SCHOOL'S MISSION**

*Pressing on to the goal of service to the Lord by stretching our intellect, confirming our values, and living our faith.*

### **Spirituality: Why Mandatory Service Hours?**

Service to others is God's love made visible. Service promotes a sense of responsibility, exposes students to new skills, rewards time well spent with a sense of accomplishment, and provides a way to meet and connect with friends, both existing and new.

### **St. Anthony High School Christian Service Program**

Sixty hours (60) of community/church service are required for graduation. Students are awarded service hours within the following guidelines:

- The volunteer work/service must be performed outside of school hours – after school, weekends, or summer. Service projects scheduled during school hours must meet with the principal and/or service coordinator's approval.
  - Records are kept of the students' service hour requirements and totals; however, students are responsible for completing and handing in the forms to the office staff after service is performed (Service hour form is online). The service director will log in the hours for the student. Records can be accessed at [www.stanthony.com](http://www.stanthony.com). Service hours completed over the summer prior to the first day of school must be turned in by August 30. The service director will decide whether the submitted hours are accepted or rejected.
  - Service hours are accumulated over the four years according to the following required divisions:
1. **Church** (Minimum of 15 hours) – **Options:** Church Picnic(s), Church Cleaning, Vacation Bible School, Choirs, Server, Retreat Planning, Eucharistic Minister, Usher, Lector, Cantor, Audio-taping, Maintenance work on grounds, and Other Pre-Approved Church Service Opportunities.

**Note:** *Students of other faiths can perform similar services at their place of worship.*

2. **Catholic Charities** (Minimum of 3 hours) Days of Service scheduled by the school do not fulfill this "Catholic Charities" requirement.
3. **Knights of Columbus** (Minimum of 3 hours) Serving meals at dinners such as Vocations Dinner
4. **Day of Service-Service to Those in Need** (Minimum of 8 hours) **Note:** *These will be scheduled by the Campus Minister/Principal on a yearly basis. The Campus Minister will submit the hours worked. Students who attend the events will not have to submit the hours.* Students who do not attend will be responsible for fulfilling the minimum required hours on their own with the help of their parents/guardians.
  - A. Freshmen will typically help box food for the Food Bank in St. Louis (3 hrs).
  - B. Sophomores will typically help Catholic Charities (2 hrs).
  - C. Juniors will typically have a special event planned with the Chaplain (2 hrs).
  - D. Seniors will typically have time allotted for visiting healthcare centers/nursing homes (1 hr).
5. **Community Organizations/Events** (Minimum of 6 hours) – **Options:** Rotary Pancake Breakfast, Rotary International Food Fair, Habitat for Humanity, Honor Flight, ARC, Special Olympics, Humane Society, EARS, Volunteer Work at Assisted Living Facilities, Goodwill, Zonta Club of Effingham, FISH, "Reason for the Season Breakfast" (Keller Convention Center), "Wonderland of Lights" (Community Park), Meals on Wheels, Cross Foundation, Community Breakfasts, Right to Life, Big Brother – Big Sister, The Little League, HSHS St. Anthony's Hospital, and other pre-approved Community Events/Organizations Opportunities.
6. **Electives** (Minimum of 25 hours) – *Once requirements 1-5 are fulfilled, excess service hours in those requirements will fulfill the "Electives" requirement.* **Other Options:** Hospital Sisters Mission Outreach ([www.mission-outreach.org](http://www.mission-outreach.org)), Mission Work Camps, Public Library, Annual/Summer Sporting Camps, Approved School Help, and Other Pre-Approved Service Project Opportunities.

The school's website ([www.stanthony.com](http://www.stanthony.com)) provides contact information for many different types of service opportunities on a daily basis. Students may also check outside Room 109. Students also have the opportunity to propose service projects; these projects must meet the approval of the service director or principal.

### **Retreats**

Class retreats are an essential and integral part of every student's Christian identity. All students are required to attend and participate in retreat activities.

### **Career Exploration**

Prior to graduating from high school, all students must complete 6 hours of job shadow experience and submit written verification for principal approval. The hours must be completed outside of school hours any day the student chooses, including summer. However, a specific school day (or portion) will be designated annually to allow time for completion of this requirement. Students are strongly encouraged to complete all hours prior to senior year so that they can begin to discern a path for college and/or career.

### **Days of Service**

Days of service will be scheduled annually for the classes. All students are required to attend and participate in these days of service. The hours worked are included in the 60 hours of service required for graduation. If a student is sick or absent on the day of service, he/she is required to make up those hours.

### **Religion**

Four years of religion are required for graduation. Exceptions include transfer students. Their situation will be evaluated on an individual basis, and attempts will be made to schedule four years of religion.

### **Masses/Prayer Services**

The Holy Angels Chapel will be used to accommodate weekly prayer during religion classes. The chapel is also available for off-hours prayer and reflection and an optional weekly Mass. Students will attend Holy Day Masses and Friday Mass at St. Anthony of Padua Church. Other special Masses include Thanksgiving, Catholic Schools Week, Parents, and Graduation.

## **DAILY SCHEDULES**

### **REGULAR DAY (Monday-Thursday):**

7:40 – 8:20 Early Bird (40)  
8:24 – 9:14 First Period (50)  
9:17 – 10:06 Second Period (49)  
10:09 – 10:57 Third Period (48)  
11:00 – 11:48 Fourth Period (48)  
11:48-12:13 Lunch  
12:17 – 1:05 Fifth Period (48) 1  
1:08 – 1:56 Sixth Period (48)  
1:59 – 2:47 Seventh Period (48)

### **REGULAR DAY (Friday & Holy Days)**

7:30 – 8:12 Early Bird (42)  
8:16 – 8:19 First Period Attend/Lunch Count  
8:30 Mass  
9:20-10:02 First Period (cont'd) (42)  
10:05-10:46 Second Period (41)  
10:49 – 11:30 Third Period (41)  
1:30 – 11:55 Lunch  
11:59 – 12:39 Fourth Period (40)  
12:42 – 1:22 Fifth Period (40)  
1:25 – 2:05 Sixth Period (40)  
2:08 – 2:47 Seventh Period (39)

### **11:48 DISMISSAL SCHEDULE**

7:40 – 8:09 Early Bird (29)  
8:13 – 8:42 1st Hour (29)  
8:45 – 9:13 2nd Hour (28)  
9:16 – 9:44 3rd Hour (28)  
9:47 – 10:15 4th Hour (28)  
10:18 – 10:46 5th Hour (28)  
10:49 – 11:17 6th Hour (28)  
11:20 – 11:48 7th Hour (28)

### **11:48 DISMISSAL SCHEDULE (WITH MASS )**

7:30 – 8:12 Early Bird (42)  
8:16 – 8:19 1st Hour (3)  
8:30 Mass  
9:20 – 9:39 1st Hour Cont. (19)  
9:42 – 10:01 2nd Hour (19)  
10:04 - 10:23 3rd Hour (19)  
10:26 - 10:45 4th Hour (19)  
10:48 - 11:07 5th Hour (19)  
11:10 - 11:29 6th Hour (19)  
11:32 - 11:48 7th Hour (16)

### **PEP RALLY SCHEDULE**

12:17-12:58 Fifth Period (41)  
1:01 – 1:42 Sixth Period (41)  
1:45 – 2:27 Seventh Period (42)  
2:27 – 2:47 Pep Assembly (20)

8th Hour is scheduled for Band or Chorus when it's not possible to get into the regular class. Principal approval is required. 8th hour will meet from 2:50-3:30. On altered bell schedule days, 8th hour will still meet.

## **FINANCIAL INFORMATION**

### **Tuition/Resource Fees**

Tuition and resource fees are issued and collected by the parish business office. Tuition and resource fees may be paid in full in July of each year or divided equally over twelve months from July through June. Current tuition rates will be provided annually through the parish business office. Official student records are released when all financial obligations are completed. Tuition assistance is available for those who qualify. Tuition assistance is kept strictly confidential.

### **Refunds**

Refunds will be given only if a student has not started a semester and decides to transfer. Once a student starts a semester, the entire tuition for that semester will be required.

### **Accident Insurance**

Accident insurance is available for all students at the beginning of the school year at a nominal fee. Purchase is optional, but all students not properly covered by a family policy are required to purchase this insurance.

## **OTHER INFORMATION**

### **www.stanthony.com**

The website is a source of valuable information for parents, students, and other interested parties. St. Anthony High School's website includes a weekly activity schedule, sports schedules, daily announcements, and the lunch menu plus other interesting information.

### **SAHS History and Facts**

St. Anthony High School was founded in 1874 by St. Anthony's parish as a Catholic co-educational high school specializing in a college prep/career education curriculum. Originally run by the School Sisters of Notre Dame, service is also a major part of the curriculum with mandatory hours of community/church/school work required for graduation.

### **Visitors to St. Anthony High School**

Visitors to St. Anthony High school are required to check in with the main office. Visitors are asked to prearrange meetings with teachers or other staff members 24 hours in advance.

## Office Telephones

The office telephones are for business purposes only. Students may use the phone in case of an emergency and only with permission. Students should not leave class to use the phone unless it is an emergency. Parents are asked to refrain from using the secretaries to deliver non-emergency messages to their students.

## SAMPLE FOUR-YEAR PLAN

*The following plan represents the core classes required for graduation. A minimum of four additional electives will meet the 25 credits for graduation.*

### Freshman Year

- Religion I
- English I
- Math
- Science
- World History
- Fine Arts (Band, Chorus, Music, or Art)
- Physical Education
- Computer Concepts

### Junior Year

- Religion III
- American Literature
- Math
- Science
- U.S. History
- Electives

### Sophomore Year

- Religion II
- English II
- Speech
- Math
- Science
- Health
- Physical Education
- Social Studies Elective

### Senior Year

- Religion IV
- British Lit/English Elective
- Government
- U.S. History
- Consumer Education
- Electives

***A minimum of two years of foreign language is recommended.***

## Graduation Requirements

Service Hours as stated in handbook are required for graduation.

4 credits	Religion
4.5 credits	English
4 credits	Electives ( <i>2 credits of Foreign Language are recommended</i> )
3 credits ( <i>each</i> )	Mathematics, Social Science, Science
1.5 credits	Physical Education/Health
1 credit	Computers/Consumer Education
<u>1 credit</u>	Fine Arts
Total of 25 credits	



## **Graduation**

Any senior who does not complete required course work or service work by the given deadline will not receive a diploma until work is satisfactorily complete. If the academic deficiencies are so numerous that the student is not able to complete the required work within three months of graduation, the student will not be allowed to participate in graduation-related activities.

- A student will not receive a diploma if tuition and fees are not paid in full.
- A student will not participate in graduation related activities or receive a diploma until all disciplinary actions are completed and service hour requirements are met.
- A student must complete a career exploration activity on a non-school day on an annual basis in order to graduate.

## **Valedictorian and Salutatorian**

These honors are calculated on a 4.0 scale after the final semester of the senior year. To be eligible for valedictorian and salutatorian honors, a student must have attended St. Anthony High School for at least six (6) semesters. Recognition at Graduation Ceremony for Top 10 may happen at the end of the 7th semester should the Graduation Ceremony happen prior to the end of the school year.

## **Dual Enrollment**

### **At Lake Land College**

Procedures to enroll in Lake Land College dual enrollment courses at St. Anthony High School are as follows:

1. Make the request with the Guidance Director
2. Take assessment test at the Kluthe Center
3. Send ACT scores to Lake Land College

*If a student does not test at the level required for dual enrollment through Lake Land College, they may still take the class and receive only SAHS credit.*

The following Dual Enrollment courses are offered:

- Composition I • Composition II • College Algebra • Finite Math

### **At Effingham High School**

Students may enroll for Effingham High School classes according to the following guidelines:

1. If a class is not offered at SAHS, prerequisites are met in EHS course description booklet, and the class fits into the schedule.
2. A maximum of two credits may be earned from EHS during one school year.
3. Students are responsible for the rules and regulations as prescribed by both SAHS and EHS. Any exceptions must be cleared through both schools.
4. Parents assume the responsibility for their child's transportation to and from EHS.

## **Advanced Placement Classes**

The following Advanced Placement classes are offered at SAHS: Biology, Calculus, English Language, English Literature, and Statistics. Students enrolled in the SAHS Advanced Placement classes are expected to take the AP Exam. All students in AP courses are **required** to take finals including students who may be exempt. The final will likely be given prior to the AP testing date. Students may choose to take any AP Exam without enrolling in Advanced Placement class.

## Academic Probation

For students who have displayed serious deficiencies in a number of subjects, the counselor may place the student on academic probation. After consultation with the student, parents, and administration, a formal agreement will be constructed by the counselor defining the academic expectations for a specified period of time. Failure to meet the requirements of the contract will mean dismissal from St. Anthony High School.

## GRADING

A -Superior  
B -Above Average  
C -Average  
D -Below Average  
F -Below Minimum Requirements

### Standard Grading System

A	= 100-95	4.0	C	= 82-79	2.0
A-	= 94-93	3.7	C-	= 78-77	1.7
B+	= 92-91	3.4	D+	= 76-75	1.4
B	= 90-87	3.0	D	= 74-72	1.0
B-	= 86-85	2.7	D-	= 71-70	0.7
C+	= 84-83	2.4	F	= 69-0	

### AP/Dual Credit Grading Scale

A =	100-93	4.0	C	= 77-73	2.0
A-	= 92-90	3.7	C-	= 72-70	1.7
B+	= 89-88	3.4	D+	= 69-68	1.4
B	= 87-83	3.0	D	= 67-63	1.0
B-	= 82-80	2.7	D-	= 62-60	0.7
C+	= 79-78	2.4	F	= 59-0	

**Note:** Semester grades are determined by averaging the percentage for the two quarters and the final exam. Each quarter percentage will count as 40% and the semester exam as 20% of the final total semester grade.

### **Incompletes**

If a student does not complete a portion of the course in the allotted time (end of quarter) because of illness or other extenuating circumstances as determined by the administration, the work must be made up in approximately two weeks or the grade reverts to an F.

### **Grade Changes**

Students who wish to challenge grades on a report card must do so within 5 school days after reception of the report card.

### **Withdrawal from Courses**

Once a course has begun, approval from the teacher, parent, and counselor are needed in writing for withdrawal from any course.

- A teacher may initiate withdrawal proceedings if the teacher feels that the student will be unable to complete the requirements for the course.
- Students may initiate withdrawal proceedings if they have legitimate reasons for the change.

## **Adding and Dropping Courses**

Students wishing to delete or add a course must meet with the counselor to discuss the change desired. Course changes are to be completed during the first five full days of school (term or semester). New students may request an appeal of the 5 day deadline up to 10 days.

- The Add/Drop form will be completed by the counselor and must be approved by the affected teachers. Guidance Counselor will notify parents of course changes.
- A student cannot enter a course that has already been in session for five full days.
- Students may not drop a class or withdraw from a course and add a second study hall unless they meet the following criteria: Students are taking a minimum course load of 6 credits. Students must get principal approval.
- Any withdrawal after the first five days of the course is indicated on the permanent records as:
  - WP - withdraw/passing: if the student has worked to capacity and is meeting class requirements. This grade appears on a student's transcript but does not become part of the cumulative average.
  - WF - withdraw/failing: if the student has failed to meet the course requirements. This grade appears on a student's transcript but does not become part of the cumulative average.
- Timeline for withdrawal
  - Week 1 — withdrawal for any reasons with no record on transcript.
  - Week 2 - 5 — withdrawal with a "WP" or "WF" with no affect on GPA.
  - Week 6 to the end of semester — student will receive an "F" for the semester which will appear on the transcript and will calculate into the GPA.

## **Failure and Repeating a Course**

### **1. Failing first semester of a year-long course**

Students who fail a semester of a year-long course must repeat that semester. Non-seniors who fail the first semester of a year-long course may drop the class at the semester. If a senior fails one semester of a year-long course and passes the other, the two semesters will be averaged. If the averaged grade is passing, the senior will receive credit for the class.

### **2. Auditing a semester**

Depending upon the subject area and/or the circumstances that caused a second semester failing grade, the student may be required to audit the first semester before repeating the second semester for credit. A student who audits must attend all classes, complete all assigned work and take tests. (No credit is earned for an audit.)

## **Summer School**

Students may take summer school courses and credit will be recognized by St. Anthony High School. Consultation with the academic counselor is required. Credits earned during the summer do not reduce the number of courses students are required to take the following year. Students are responsible for requesting that the summer school transcript be sent to the counselor at St. Anthony High School.

St. Anthony High School students will not be allowed to take courses unless prerequisites are met. Students failing a course that wish to take summer school to make up the failed credit must take the course at St. Anthony High School if offered, unless otherwise approved by the guidance counselor and principal. Students must have approval from the guidance counselor and principal before registering for courses at other schools.

All school policies and rules apply to students who are enrolled in summer courses.

## **Off-Campus Classes**

Credit for off-campus classes is assigned if the student completes the course with a passing grade and meets at least one of the following criteria.

1. The course was taken for remedial purposes (failed the course at St. Anthony High School and needs the credit for graduation)
2. The course was needed as a prerequisite for another class at St. Anthony High school and schedule constraints prevent the student from taking the course at SAHS.
3. The student cannot fit the course into their schedule at St. Anthony High School, and the course is needed for graduation.

The grade the student receives in off-campus classes will not be figured into their grade point average. Credit only will be assigned for a passing grade.

Students will be required to produce evidence that they passed the course in order to receive credit (an official transcript, for example).

## **Honor Roll**

Scholastic honor roll is based on an average of the student's grades in all academic subjects — physical education and drivers education are excluded.

High Honors	3.7 and above
Honors	3.4 - 3.64
Honorable Mention	3.0 - 3.34

To qualify for the Honor Roll, a student may not have more than one C (C+, C, or C-) and may not have any D's or F's.

## Testing and Exams

In addition to frequent testing throughout the quarter, cumulative examinations are given at the conclusion of the semester. The semester exams will be given over a two or three day period. Students will not be permitted to take exams in advance of scheduled exam dates. The teacher(s) and principal in consideration of student and parent circumstances will determine makeup date(s).

- Exams should take the full period (80 minutes)
- No student is excused before the end of the exam period.

## SAHS students are encouraged to take the following assessments.

**Freshmen:** the EXPLORE test is designed to help students identify their strengths and to explore the world of work.

**Sophomores:** PLAN test - PLAN which is a pre-ACT test that helps students measure their current academic development, explore career/training options, and make plans for their remaining years of high school and post-graduation years.

**Juniors:** PSAT, ACT and/or SAT tests

- THE PSAT provides practice for the SAT I and the SAT II measuring skills in verbal reasoning, critical reading, math problem solving, and writing. The test also gives students a chance to qualify for National Merit Scholarship Corporation's (NMSC) scholarship program.
- The ACT is the most widely accepted college entrance exam and is designed to assess high school students' general educational development and their readiness for college-level work. The tests cover four skill areas: English, mathematics, reading, and science reasoning.
- SAT I and SAT II are used for college readiness entrance requirements.

## Exam Exemptions

Only seniors may be exempt from final exams and only for full-year courses. In order to be eligible for exemption status, the senior must have received no more than 1 behavior consequence and must meet **ONE** of the following criteria:

1. Maintain 93% average or better (A, A-) in the course as verified by the teacher.
2. Maintain, at least, an 85% (B-) average in the course as verified by the teacher, **AND** meet all of the following attendance requirements:
  - Five or less absences\* (excused or unexcused) in the class within the school year
  - Five or less tardies in the class within the school year
  - No suspensions from school \*Retreat days, funerals, college days, athletic events, or other school business will not count toward the five absences. The teacher of the course will notify students of their exemption status.

\*Retreat days, funerals, college days, athletic events, or other school business will not count toward the five absences. The teacher of the course will notify students of their exemption status.

## ATTENDANCE POLICIES AND PROCEDURES

Absence from school is always detrimental to the progress of the student. Class discussions, lectures, and other instruction cannot be repeated, and make-up tests are difficult to schedule. Every effort should be made to schedule vacations and appointments to coincide with school vacations. In the event of an absence, the student is responsible for making arrangements to make up work missed. **The Dean of Students will determine the status of an absence (excused or unexcused). No absence or late arrival will be considered excused without parent notification. An excused absence will be assigned using the following guidelines:**

### Excused Absences

- Preplanned absences with principal's approval. Students are responsible for making arrangements with their teachers regarding class work in advance of the absence. Teachers have the authority to approve or disapprove any arrangement.
- Personal illness
- Funerals for immediate family only
- Doctor/dental appointments (notification of such appointments must be made by the parents in writing, by email, or by phone in advance of the appointment)
- Doctor's excused absence must be written and signed by the physician and presented to the office no more than two days following an extended illness
- Family vacations during regular school hours must be prearranged with the principal at least one week prior to the trip. Students must make arrangements for their classes prior to the trip.

**Parents should notify the school office if their son/daughter is ill or has a medical appointment between 7:00-8:25 am on the day of the absence. The office phone number is 342-6969. If no contact is made, the school will contact a parent.**

### Excessive Absences

A student who misses more than ten days in a specific class within a semester will be placed in failing status. Exceptions will be made only if the student's illness is extended and is verified by a physician and/or if, through consultation with the parents and teachers, the administration rules there are justifiable circumstances. Documentation from a physician must be specific regarding the reason for the absence, date of the absence, and extent of exemption. The physician's verification must be on file in the school office no more than two days following the illness or by the end of the semester, whichever comes first. After the seventh absence, the student and parent will be notified by the administration.

### Truancy

Students who "skip" school are counted as truant. When a student is truant, students do not have the right to make up work/tests missed and therefore, accept the academic consequences.

### Long Term Absences

A student having an illness, operation, or condition that is expected to exceed ten schooldays under doctor's orders must seek a homebound teacher.

## **Tardy Policy**

Students are expected to be on time to school and to each class. Students who arrive 10 or more minutes late to class will be considered unexcused for that class period unless a parent calls to excuse the absence. Students who arrive late to school must secure an admit slip from the main office. Tardiness due to oversleeping, trains, etc. will count as an unexcused tardy. Repeated tardiness will result in the following consequences based upon total times tardy:

- 4-9 times tardy: detention and parent notification per tardy.
- 4th tardy will be a 15 minute detention and each subsequent tardy will increase by 15 minutes.
- 10th tardy forward: in school suspension and parental notification per tardy. Note: Tardy numbers carry forward and do not reset at the semester break.

## **Closed Campus**

If it is necessary for a student to leave school during the school day, the student must have written permission from the parent or guardian, or attain approval from the school administration. In case of medical appointments, the student brings the written excuse to the school office prior to the first period and secures an off campus permit. Before a student returns to class he/she must obtain an admit slip from the school secretary. **All students are to sign in and out when leaving and returning to school.**

St. Anthony High School is a closed campus and students are not permitted to leave for lunch. Students are required to remain in the Multi Purpose Room or other designated areas during the entire lunch period. Students are also prohibited from going to their vehicle unless directed by the administration. During exams or other special occasions, open campus lunches may be permitted by the administration. When supervision is available, students may be permitted to eat outdoors in a designated area.

## **School Lunch Program**

Students who order a meal from the school's hot lunch program and remain in attendance at school during the meal period will be required to "purchase" that meal, unless they ask the office staff to cancel their order before the beginning of 2nd period on that day. All vendor lunches must be purchased before the beginning of 1st period. *In accordance with Federal Law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, SW, Washington, DC 20250-9410*

## **College Visits**

Each student will be allowed reasonable college visits during either their junior or senior year. Students must secure the proper form from the high school guidance counselor in advance of the anticipated visit and return it according to specified instructions. Visits during May are discouraged. The visit must be scheduled at least three days in advance. These visits will count as excused absences, providing required documentation is submitted within two school days of the visit.

## Student Records

Names and addresses of students and their parent(s) or guardian and other information in school records are confidential data in the sense that they are not to be released to unauthorized persons, e.g., business firms, insurance companies, fundraising organizations, photographers, etc. The parent(s) or guardian have/has the right of access to the student's school records. Parents are required to provide one day advance notice request for record review. The request must be granted within a reasonable time and not more than 10 days after the request is received.

The permanent record for each student will include

- Basic identifying information
- Academic transcripts
- Attendance records
- Health records (Required physicals, immunizations, dental examinations)
- Standardized academic test scores

Permanent records will be maintained for a minimum of 62 years.

Temporary records must include information regarding suspensions and expulsions. They may also include:

- Special education information is kept in a separate file. Upon graduation, special education files are forwarded to the Unit 40 Special Education
- Participation in school events
- Honors and awards
- Family background information - Office (will be released only with parental consent)
- Other disciplinary information
- Teacher notes

Temporary records will be kept for a minimum of 5 years. There shall not be a release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:

- to other school officials, including teachers and counselors within the school system who have a legitimate interest
- to officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of the records, are provided a copy of the record (if they desire it), and are given, if necessary, an opportunity to challenge the record
- to federal auditors who are auditing a performance of federally funded programs
- court order

Transcripts are issued at the request of the student or parents. Cost of an official transcript is \$1.00 (applicable only to graduates of SAHS). Students under the age of eighteen requesting transcripts must have a parent or guardian's signature.

Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parent(s) or guardian or a court order.

This school abides by the provisions of the Buckley Amendment with respect of the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Official school records will not be released until all fees and other obligations are satisfied.



## **Student Transfers**

For students transferring out, providing all fees and obligations have been paid, St. Anthony High School will forward copies of all pertinent records.

Originals will be maintained, with the exception of Health Records where the original is sent and a copy is kept for St. Anthony High School files. A "Student in Good Standing Form" will be prepared and forwarded. Information to insure adequate placement of a student will be released within 10 days.

## **For Students Transferring In:**

### **Admission Policy**

Interviews with the family and student, (depending on the grade level) are part of the application process. The purpose of this process is to determine if St. Anthony High School is able to meet the needs of each aspiring applicant. A comprehensive set of school records from the previous school is required as part of the application. These records should arrive to the school office along with the application. When all records have been received and the application is complete, parents will be notified of the status of the student's enrollment. Upon acceptance, formal registration will begin. Admission/denial of admission to St. Anthony High School shall be determined by the principal after consideration of the following:

- Interview with family and student
- Placement test (dependent upon records or the lack of)
- To be eligible for valedictorian and salutatorian honors, a student must have attended St. Anthony High School for at least six (6) semesters.
- Transcripts will be reviewed to assure good academic standing.
- Certification that the student has not been subject to suspension or expulsion from the school last attended.
- Attain required health and immunization records.
- Contact sending school to determine if the student has any special needs that require attention during school hours.
- Conference/Registration meeting with parents and student(s).
- Receive a "Student In Good Standing" form.
- Document opportunity to purchase school insurance policy.
- Parent(s) and student(s) must sign that they have received a copy of the Student-Parent Handbook.
- Transfer grades will be used to determine a schedule and assign credit only. The transfer grades **will not** be figured into the student's GPA.
- St. Anthony High School may deny enrollment in cases where it determines it cannot meet a student's needs.

## **FOREIGN EXCHANGE STUDENT Policies and Procedures**

St. Anthony High School fully supports and welcomes foreign exchange students into their school program. Each student must be affiliated and/or sponsored with an approved exchange program listed in the CSIET (Council on Standards for International Educational Travel) Advisory List. To be approved and accepted by St. Anthony High School, the sponsoring organization must provide evidence for the following:

- Student is under their sponsorship
- Student's J-1 Visa and Passport, a copy of which will be filed in student's school record
- Contact information of the local contact person who represents the exchange organization and is responsible for making sure the exchange student is abiding by the exchange program's rules and regulations
- Key contact information at the sponsoring organization headquarters, in the event local contact person is unavailable
- Approval by IHSA (if applicable)
- Proof of liability insurance

### **Other Considerations:**

- SAHS may approve an international student on an F1 Visa, which is a private student Visa. Such students are considered "private sponsored" and not exchange students.
- Prior to the student being accepted, the sponsoring organization must verify that he/she is proficient in the English language as shown on the Test of English as a Foreign Language (TOEFL) or the equivalent. The school will provide instructions only in the English language.
- Participation in athletics requires IHSA approval. The student must abide by all rules, regulations, policies, and/or procedures of the IHSA, as well as St. Anthony High School rules for extracurricular participation, including eligibility.
- The student is required to follow the same rules, regulations, policies, and/or procedures as all other students of St. Anthony High School, including all handbook regulations and penalties.
- The student will be under the same grading system as other St. Anthony students and will receive letter grades based on the criteria set in individual classes.
- Any foreign student who successfully completes an academic year at St. Anthony may attend the graduation ceremony and is eligible to receive a certificate of attendance. If student participates, they will be recognized at the graduation ceremony.
- Any exchange student who seeks to earn a St. Anthony High School diploma must be of appropriate age, have completed 4 years of high school study comparative to St. Anthony High School, and meet all St. Anthony High School graduation requirements, as deemed appropriate by the high school counselor. In addition, the high school principal will have the final determination concerning graduation status.
- Tuition will be determined by Parish Officials.
- Host parents will meet with school officials prior to enrollment.

## **GUIDANCE SERVICES**

The high school guidance counselor works toward fostering the growth of the whole person and is an essential part of the total curriculum at SAHS. The objectives for this department are to:

- Guide students in making wise academic and career choices and to provide opportunities to explore career areas.
- Assist in developing programs/courses that will enhance the quality of education and the lives of the students.
- Plan, administer and interpret tests for college admissions.
- Communicate with parents in matters pertaining to academic achievement or failure, college selection, career choices, etc.

The guidance counselor plans and implements a program at each level to respond to the needs of the students. Specific functions cover the four years of high school from high school entrance to college entrance or the work world.

## **STUDENT BEHAVIOR**

Students who attend St. Anthony High School share the responsibility for contributing to an atmosphere that builds mutual respect, an environment that supports education and that builds a community of faith according to the teachings of Jesus Christ.

Through enrollment at St. Anthony High School, students and parents indicate their agreement to abide by the policies of the school. The school reserves the right to cancel the registration of any student who fails to meet the standards of conduct.

## **DISCIPLINE PHILOSOPHY**

St. Anthony High School strives to create a Christian community of students where respect and acceptance of one another is fostered. As a private Catholic school, St. Anthony High School holds its students to a high code of behavior that reflects Christian principles and demonstrates respect for the law. The goals of this discipline policy are as follows:

- To develop Christian moral values.
- To maintain overall decorum that promotes an excellent educational atmosphere.
- To foster the students' accountability for their actions.

Achievement of these goals requires students, parents, and staff to work as partners. Discipline will be applied as consistently as possible, but will consider the individual students' problems and attitude. In all cases, it will be applied with the intent of positive results.

## **CLASSROOM BEHAVIOR**

The vast majority of discipline will be addressed at the classroom level by the teacher through warnings, extra assignments, apologies or other appropriate solutions. Corporal punishment is forbidden. Each teacher is required to inform students of classroom behavior expectations that, at minimum will include:

1. Following dress code
2. No talking out of turn
3. No drinking or eating unless approved by the classroom teacher
4. No disruptive behavior
5. No moving around in class without permission
6. No disrespect for teachers or others
7. Bringing necessary materials to class
8. Remaining in the classroom for the entire period, except for emergencies

Students who do not appropriately respond to classroom level discipline will be sent to the Dean of Students for administrative remedial action.

## **DISCIPLINE**

### **Jurisdiction**

In addition to the regular school day, the school's disciplinary authority will apply anytime that the student's conduct is reasonably related to school or any school-sponsored activity, including, but not limited to, extracurricular activities, field trips, and athletic events. In addition, the school's authority in this regard may extend to events that are initially unrelated to school activities if the result of the event becomes reasonably related to the safe and efficient operation of the school. This may include various types of electronic communications.

St. Anthony High School administration reserves the right to determine appropriate discipline for offenses not contained in the following list. The administration reserves the right to deviate from specified actions to ensure the proper and safe operation of St. Anthony High School. *Any conduct that deviates from the stated mission or philosophy of St. Anthony High School will come under review and is subject to disciplinary action.*

### **Progressive Discipline Plan**

- Behavior consequences are cumulative throughout the school year.
- Students who accumulate five behavior consequences within one school year will be required to serve a two-week, three hour/day, service summer school to continue enrollment at St. Anthony High School. The service summer school will be scheduled and supervised by the Dean of Students. If this requirement is not met, the student's enrollment at St. Anthony High School will be cancelled. If the student is a graduating senior, the service summer school must be completed in order to receive a diploma.
- Students who accumulate five behavior consequences within one semester are subject to expulsion pending a hearing.

### **Discipline Procedure/Due Process:**

1. Dean of Students informed of the misconduct
2. Dean of Students questions student about the misconduct
3. Student informed of any consequences
4. Dean communicates with parents via phone call, mail, or other suitable means
5. Additional due process steps may be employed in suspension or expulsion cases

## **Discipline Levels:**

**1. Minor Infractions:** Infractions that typically result in fines, extra service hours and/or detentions and may accumulate to cause a behavior consequence. These infractions may be addressed at the classroom level or by the Dean of Students.

- Dress code violations
- Chewing gum
- Tardiness
- Littering
- Public display of affection
- Any other infractions deemed minor by school officials

**2. Level I** – Infractions that result in a behavior consequence. The behavior consequence may be a detention, suspension, loss of privileges, or some other penalty that is appropriate for the offense. The following are examples of Level I Infractions:

- Lunch room misbehavior
- Repeated tardiness
- Truancy\*
- Parking lot violations
- Inappropriate language
- Disobedience/insubordination
- Defiance of classroom/school rules
- Academic dishonesty
- Oversleeping
- Any other infractions that are deemed Level I Infractions by school officials

*\*Truancy is leaving the campus or being absent from class without permission. The student does not have the right to make up work missed and must accept the academic consequences as well as the behavioral consequence. If a student is truant for more than one period in the same day, the consequence will be two behavior consequences.*

**3. Level II** – These violations will result in penalties equivalent to two behavior consequences. The behavior consequences will be appropriate to the offense and may include any of the following: detention, suspension, law enforcement intervention, or other suitable penalty.

- Reckless/dangerous driving
- Tobacco use on campus or at school-related activities
- Physical or verbal threat\* or intimidation of a staff member or other student
- Gross insubordination/blatant disrespect of staff
- Bullying, harassment, hazing, initiation
- Fighting
- Theft
- Possession of inappropriate or explicit materials, videos, magazines, etc.
- Misuse of school property
- Inappropriate use of electronic network
- Any other infractions that are deemed Level II Infractions by school officials
- Must take all final exams.

*\*Threats will be taken seriously. Students who threaten others with words or actions may be removed from school and not permitted to return until a psychologist provides written verification to the school that the child is safe to self and others.*

**4. Level III** –These violations may result in cancellation of enrollment at St. Anthony High School pending the outcome of a disciplinary hearing.

- Bomb threats, false alarms
- Use, possession\*\*, distribution of alcohol or other drugs at school or school-sponsored activities
- Use, possession\*\*, distribution of weapons at school or school-sponsored activities
- Criminal damage to school property
- Tampering with school records
- Third offense of academic dishonesty
- Felony offenses as determined by law enforcement officials
- Any action which interferes with the safe functioning of school and school-sponsored activities
- Violent acts beyond Level II violations
- Any other infractions that are deemed Level III offenses by school officials

*\*\*Possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is:*

- a) on the student's person*
- b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;*
- c) in a school's student locker, desk, or other school property; or*
- d) at any location on school property or at a school-sponsored event.*

**Note: See Policy Section for additional information on weapons, harassment, academic honesty and substance abuse.**

### **Action for Misconduct Out of School**

St. Anthony High School reserves the right to take disciplinary action, which could include expulsion, when the conduct by a student, out of school or at non-school related activities, brings disfavor upon himself/herself and/or the school. St. Anthony High School likewise reserves the right to take disciplinary action when a student's conduct is a serious violation of the teachings of the Catholic Church. This disciplinary action could include, but is not limited to, the following consequences: additional service hours beyond those required for graduation; Saturday community service projects; and enrollment review procedures initiated.

### **Detention Procedures**

The Dean of Students will assign detentions. Parents will be notified of these consequences. Students are expected to abide by the following detention rules:

- Check in promptly with the detention supervisor. Students who are late are subject to additional discipline.
- Students may not talk without permission.
- Students must work on homework materials or other work assigned by the detention supervisor.
- Students will not sleep in detention.
- Students who fail to appear for detention will be subject to more severe consequences.

### **Disclaimer:**

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

## **Suspensions**

The Dean of Students will inform the parent/guardian of the assessment of a suspension. Out-of-school suspensions may be assigned. If an action warrants a suspension, the following procedure will be followed:

1. Notice will be given to both the student and the parent(s).
2. The student will have an opportunity to answer the charges.
3. The student and parents may request a hearing before the discipline committee.
4. The length of the suspension period may not exceed ten days.

The student will be expected to study material missed while on suspension. The following academic consequences will be in place during the suspension period. The work must be turned in at the beginning of the class when a student returns in order to receive the credit-no extra days will be allowed to complete the assignments. In the case of a multiple day suspension, work may be required to be turned in each day. All electronic devices must be turned in prior to serving the suspension. Students on suspension from school are not allowed on school grounds or at any school activity.

**In-School:** The student will receive 80% credit for work missed while on suspension.

**Out-of-School:** The student will receive 50% credit for work missed while on suspension.

## **Bullying (Aggressive Behavior)**

SAHS will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. SAHS will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited and will be punished according to the information in this Student Handbook.

## **Definition and Examples**

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter.

The main types of aggressive behaviors may be, but are not limited to:

**Physical:** hitting, kicking, grabbing, spitting, giving wedgies, etc.

**Verbal:** name calling, racist remarks, put-downs, extortion, etc.

**Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying others papers and/or possessions, etc.

**Written:** threatening e-mail, notes, and/or graffiti, etc.

Grounds for disciplinary action may apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

### **Reporting Procedures**

Any faculty and staff member or student at SAHS, who has witnessed or has reliable information that a pupil or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the Principal, or his designee. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, retaliation against those who seek remedies under this policy is prohibited.

The principal is responsible for receiving oral or written reports of violations of this policy, for investigating the possible infraction and for applying appropriate discipline consistent with the SAHS Student Handbook.

### **Training**

The principal in conjunction with teachers and class sponsors may develop age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The guidance counselor and principal are always open for discussion about concerns in the bullying/aggressive behavior area.



## **Discipline**

If the investigation of complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the student shall be subject to appropriate disciplinary actions as outlined in the Student Handbook. Such discipline will be continuous with past discipline accumulated by the particular student.

## **Threats Policy**

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

## **Harassment Policy**

No person, including an employee, or student, shall harass or intimidate another student, or employee, based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The school will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment. In reference to sexual harassment, the terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with the building Principal, Athletic Director, or Guidance Counselor. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion, with regard to students.

## **Drug/Alcohol Policy /Substance Abuse Policy**

In an effort to provide a learning environment that is conducive to learning and which reflects our Catholic school philosophy and mission, the faculty and administration of St. Anthony High School, in a spirit of cooperation with our young people and their families, are committed to assisting our young people, when Drug/Alcohol problems are present. However, the school will not compromise the safety and positive learning culture in our school.

No St. Anthony High School student or guest shall possess or be under the influence of any alcohol, depressive, stimulative or hallucinogenic substance, while he/she is present for any school-related activity. The use of anabolic steroids shall not be condoned for any school activity. Students in violation will face disciplinary action and may be required to attend an alcohol/drug abuse education course that is approved by the high school administration. Any student involved in illegal use or possession of any alcohol, depressant, stimulants (including nicotine and tobacco-related products), anabolic steroids or hallucinogenic substances while he/she is present on campus or at any school related activity will be subject to disciplinary action prescribed by the school principal.

The minimum consequence for violations of the schools policy will result in a three-day school suspension, along with an assessment and or enrollment in an approved drug-counseling program (at the expense of the student). Depending on the severity and circumstances of any offense, school expulsion may be a result for any offense of the Substance Abuse Policy.

To further deter violations of the Substance Abuse Policy, the school administration reserves the right, when reasonable suspicion warrants, to search school lockers, use police search dogs and or use a portable breathalyzer at school and school related events. The administration will also have the authority to request law enforcement officials to conduct investigations in any violations of the Substance Abuse Policy.

Any student in violation of Substance Abuse at a school-related activity or off school grounds is required to meet with the Pastor or Chaplain. The student also must meet with a Substance Abuse Counselor at his/her expense.

## **Police Questioning and Apprehension**

When students become involved with law enforcement officers, the officer will be requested to confer with the student when he or she is not under the jurisdiction of the parish/school, if this can be arranged. The following steps will be taken to cooperate with the authorities:

- the officer will properly identify him/herself
- the parent(s) or guardian will be notified immediately and informed of the extent of law enforcement authorities
- the student's parent(s) or guardian have/has a right to be present if the conference is held in the parish/school

## **Search/Seizure**

School authorities will strive to maintain an educational atmosphere, which is safe. When a reasonable cause warrants, school personnel may conduct a search of a student and/or his or her personal possessions. The search may result in the seizure of possessions, which then may be turned over to the proper authorities.

Searches may be conducted to locate anything considered harmful or illegal. Such items could be, but are not limited to, drugs, tobacco, alcohol, weapons, firearms, explosives, lighters, knives, projectiles, or any other object that may cause bodily harm or endangerment to others. St. Anthony High School or parish is not responsible for any damage that may occur during a search.

### **Weapons Policy**

No weapons are allowed on school property or at any school event or activity, which bears a reasonable relationship to school.

Students found in possession of a firearm or any explosive device will be immediately suspended and considered for expulsion from St. Anthony High School.

Students found to be in possession of a knife or any instrument that is perceived or used as an explosive device and/or weapon, or who is verified to have threatened to perpetrate a violent act against another student, an employee of St. Anthony High School, or any other person present at the school, activity/event will be immediately suspended from school for a term of up to ten days. Additionally, any student who is verified to have threatened to perpetrate a violent act against another student or an employee of St. Anthony High School at an off-campus site will be immediately suspended from school for a term of up to ten days.

The student will not be subject to expulsion.

A police report will be filed on all incidents of violation of this policy.

"For purposes of this section, the term 'weapon' means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined by Section 1.1 of the Firearm Owners Identification Act use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or 'look-alikes' thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. "According to Public Act 098-0063, A licensee under this Act shall not knowingly carry a firearm on or into any building, real property, and parking area under the control of a public or private elementary or secondary school which includes St. Anthony High School.

### **Academic Honesty Policy/Plagiarism**

Academic honesty should be the goal of all students. Violation of this goal is deemed academic dishonesty and is any action intended to obtain or assist in obtaining credit for work which is not one's own, which includes plagiarism.

Teachers are to report all incidences of academic dishonesty to the school Principal. The teacher is to confer with the student. The student will receive a zero for the assignment, quiz, or test.

A second occurrence of academic dishonesty will result in a failing grade for the subject(s) involved for that quarter in accordance with the school's grading scale. The parent/guardian will be required to meet with the principal and other staff, at which time a suspension may also be considered, depending on the severity of the case.

Any subsequent occurrence of academic dishonesty will require the student, along with his/her parent/guardian, to meet with the principal and other staff and may result in expulsion.

### **Parent/Teacher/Administration Conference/Communication**

At no time should parents be in doubt of their child's progress. Parents have the ability to access TeacherEase to track student progress. At the end of the first quarter, parents have the option for a parent/teacher conference to meet with their child's teachers. Should questions concerning your child's progress arise, please feel free to call the school at any time to set an appointment with a teacher, counselor, or administrator. Teachers may also request conferences with parents or students in order to arrange individual help or to address misunderstandings. Parents are encouraged to contact the school administration for discussion of any relevant issues, to arrange a visit of the school or a classroom.

### **Grievance Procedure**

For issues involving students and/or policies at our schools, the following procedures should be followed. The student should contact the teacher about the concern first. Then, the parent may contact the teacher. If this does not resolve the issue, an appointment should be made with the principal. If the issue is still not resolved, an appointment can be made with the pastor to discuss the issue. If deemed by the pastor, a resolution committee will meet to resolve the conflict. The committee shall be made up of the pastor, the principal, the board chairperson. The decision of the pastor is final.

## **CARE OF SCHOOL PROPERTY**

### **Lockers**

Each student is assigned a locker. It is the student's responsibility to see that the locker is kept in order at all times. Students may go to their lockers during the three-minute passing period.

Students should not bring valuable personal items to school. If unavoidable, students may keep valuables in the office. St. Anthony High School will not be responsible for lost or stolen items.

### **Textbooks**

Textbooks are issued to students on a rental basis. The student is responsible for the condition of books assigned for use. If books are lost or damaged during the course of the year, a fee will be assessed at the end of the term. The fee will be assessed at the school's discretion and, if available, based on the replacement cost at amazon.com. If not available, the new book price will be assessed according to the publisher's prices.

## **Multipurpose Room**

1. All Students must eat lunch in the MPR or other designated area.
2. Students are responsible for cleaning their area.
3. Food deliveries to students during school hours are strongly discouraged.
4. Students must respect the cafeteria personnel.

## **Lost and Found**

A lost and found department is located in the main office. If a student loses something he/ she should check to see if the lost article has been turned in to the office.

## **Parking**

Students who plan on parking in the school parking lot must register their vehicle in the school office. The parking fee is included in the yearly resource fees. Permits must be renewed each year. Parking in the school lot is a privilege that can be revoked if safe and responsible driving practices are not followed. Reckless driving, speeding, or any other vehicular violation will not be tolerated. Parking places will not be assigned. A more collegiate approach will be taken with the following restrictions:

**East Lot:** SAHS student parking permit required on school days from 7:00 am - 3:00 pm Spaces next to the walkway and next to the garages are reserved for visitors and volunteers.

**West Lot:** SAHS Faculty/Staff and visitor parking Violators will be towed at the owner's expense.

## **Facilities Use**

Persons wishing to use the high school facilities should contact the high school office (3426969) to confirm availability. Once dates are secured, the parish office should be contacted (347-7129) for rental agreements/fees and usage guidelines.

Persons wishing to use the gym and other athletic facilities should contact the athletic director.

Sunday practices are not allowed without prior approval from the pastor through the athletic director.

## **Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with St. Anthony of Padua Parish and schools goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

## **St. Anthony High School Bring Your Own Technology (BYOT) Plan**

St. Anthony Schools (SAS) believe that providing students with an environment that fosters 21st century instruction and learning is part of their core values. All faculty members hold the responsibility to prepare our students for future careers, some of which currently may not exist.

Valuing technology and achieving technology proficiency with personalized academic experiences fosters innovation and creativity while embracing emerging technologies. In a 21st century learning environment, students actively engage in a cohesively integrated curriculum, access information, and apply it in solving authentic problems.

Ubiquitous learning has become the norm with students. Immediate access to information anytime and anywhere using their own devices maximizes their opportunity for success both in school and beyond. Before this was a dream. Today, it is a reality.

When a student brings his or her own technology to either school campus, it is mandatory that the device use the SAS wireless network. By logging into the SAS wireless network, students are accepting the terms of the SAS and Diocesan Student Acceptable Use and Social Media Policies. When logging into the SAS wireless network, students will have filtered Internet access just as they would on a SAS owned technology device.

St. Anthony Schools maintain their right to protect the network and technical resources. While SAS uses filtering technology and protection measures to restrict access to inappropriate material, it is not 100% possible to prevent such access. It is each student's responsibility to follow the standards for responsible use. Access to the SAS network is a privilege and administrators and faculty may review files, messages, and other network use to maintain system integrity and ensure responsible use by all users. Administrators reserve the right to deny network access to anyone. Because technology is constantly changing, SAS reserves the right to make additions and changes to the acceptable use policy during the school year. Students will be notified when any changes are made. Please visit [www.stanthony.com/ourschools/wireless](http://www.stanthony.com/ourschools/wireless) for the most recent policy.

### **St. Anthony High School – BYOT Student User and Acceptable Use Policy**

For the purpose of this program, the word “technology” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets, e-readers, iPod Touches, cell and smart phones.

## **Policy**

1. Any student wishing to use a personally owned electronic device within the St. Anthony buildings must have the handbook acceptance form on file with their school office.
2. Students wishing to use the wireless network must register their device(s) with the technology department, including their MAC address.
3. Students take full responsibility for the security of his or her device and the schools do not assume responsibility for damage or theft.
4. Students are responsible for the proper care of their personal device. This includes costs of repair, replacement, or any modifications needed to use the device at school.
5. Personal devices must be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
6. Electronic devices can only be used in designated areas. Each school defines these areas and students should be aware of these designated areas.
7. The student may not use the devices to record, transmit or post photos or video of a person or persons on the SAS campus. Images and video recorded at school cannot be transmitted or posted at any time without the express permission of administration. Violation will result in disciplinary action.
8. Any use of devices is prohibited in non-academic areas including but not limited to restrooms and locker rooms, whether at a St. Anthony school or at another facility where a school activity or athletic event is occurring.
9. The student will use the wireless network provided by the schools. Use of 3G and 4G wireless connections is not allowed.
10. It is our goal to become a paperless environment. While logged into the wireless network, networked printers will not be available for use. SAS encourages you to print at home or deliver an electronic copy to your teacher. Revised: June, 2013

## **Terms and Conditions**

1. Acceptable Use - Access to the St. Anthony of Padua Parish & Schools electronic networks must be (a) for the purpose of education or re-search, and be consistent with the educational objectives of St. Anthony of Padua Parish and Schools, or (b) for legitimate business use.
2. Privileges - The use of the St. Anthony of Padua Parish and Schools electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; their decision is final.
3. Unacceptable Use - The user is responsible for his/her actions involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law; including, but not limited to, music files such as MP3's and video files;
  - b. Unauthorized downloading of software regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space; playing games online or downloading games;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material

- m. Using the network while access privileges are suspended or revoked.
- n. Any communication or materials created outside of school that are discussed, distributed, or brought into the school setting or substantially interfere with the educational process are subject to disciplinary action.

4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties - St. Anthony of Padua Parish and Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Anthony of Padua Parish and Schools will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Anthony of Padua Parish and Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify St. Anthony of Padua Parish and Schools for any losses, costs, or damages, including reasonable attorney fees, incurred by St. Anthony of Padua Parish and Schools relating to, or arising out of, any violation of these procedures.

7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the Network Administrator, Software Coordinator, or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also includes any physical change or damage to computer hardware or peripherals.

9. Telephone Charges - St. Anthony of Padua Parish and Schools assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules - Copyright law and St. Anthony of Padua Parish and Schools policy prohibit the re-publishing of text or graphics found on the Web or on St. Anthony of Padua Parish and Schools Web sites or file servers without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided to the Network Administrator upon request. Web pages may be deleted without prior notification.



- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student. 11. Use of

#### 11. Electronic Mail

- a. St. Anthony of Padua Parish and Schools electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by St. Anthony of Padua Parish and Schools. St. Anthony of Padua Parish and Schools provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The St. Anthony of Padua Parish and Schools reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via St. Anthony of Padua Parish and Schools Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with St. Anthony of Padua Parish and Schools. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of St. Anthony of Padua Parish and Schools. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of St. Anthony of Padua Parish and Schools electronic mail system constitutes consent to these regulations.

#### **Internet Safety**

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.
2. Staff members shall supervise students while students are using St. Anthony of Padua Parish and Schools Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
3. Each St. Anthony of Padua Parish and Schools computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) porno graphic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: Children’s Internet Protection Act, P.L. 106-554. 20 U.S.C § 6801 et seq. 47 U.S.C. § 254(h) and (l). 720 ILCS

## STUDENT LIFE

### Dress Code

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school events. The purpose of a dress code, as with all school policies, is to create a learning climate in the school which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and, thereby, promotes school pride as well as personal pride. All students are to be completely dressed and in dress code upon entering the building in the morning and continue to remain in dress code until the end of the school day.

### DRESS CODE RULES OVERVIEW

#### Upper Body:

- St. Anthony Uniform Apparel Only
- St. Anthony Jackets and Cardigans need to be worn over St. Anthony Uniform Shirts (NO CAMIS)
- St. Anthony Sweater Vest needs to be worn over a white collared shirt

#### Pants/Shorts:

- SOLID ONLY
- NO LEGGINGS OR JEANS

1st Dress Code Infraction – Verbal Warning

2nd Dress Code Infraction – 30 Minute Detention

3rd Dress Code Infraction – 1 Hour Detention

**YOU MAY ALWAYS BORROW APPAREL FROM THE OFFICE WITH NO PENALTY.**

#### Daily “Uniform” Style Dress

Girls and Boys: Khaki pants or shorts (*during approved months only*) and approved upper-body apparel with the designated “Press On to the Goal” school emblem must be worn. The upper body apparel must be ordered through the online catalog/store found on the [www.jedcosales.com](http://www.jedcosales.com) website. From the JEDCO website, click on the “Online Store”, and then select “St. Anthony High School”. Checkout will be handled through a pay-pal checkout; a pay-pal account to checkout is not required. It is also possible to order directly from the Jedco Sales Inc. store located at 2313 Hoffman Drive, Effingham. A link to the online store will also be provided on the St. Anthony website, [www.stanthony.com](http://www.stanthony.com), under the “High School” section.

All available upper-body apparel can be tried on at the Jedco Sales Inc. location. It is highly recommended that all potential buyers read in detail the return policy for the clothing and that ALL clothing is tried on before a first time purchase. The return policy is also found on the Jedco website.

**Pants:** No jeans or slacks made of denim or stretch material are allowed. Solid tan, black, or navy slacks/pants are permitted.

**Belts:** Required for Professional Dress Days only. In regards to avoiding belt usage completely, please remember that pants that sag from the midline are not permitted and are in definite violation of the dress code.

**Shorts:** Bermuda length (*maximum of 3" above the knee*) or Capri length may be worn in August, September, April, and May.

**Shirts (Upper-body emblem apparel):** Only plain T-shirts, either short or long-sleeve, must be worn under the approved upper-body apparel. If camisoles are worn, they cannot be visible. The correct ordering of sizes is essential for elimination of the unacceptable midriff effect. The visible layer of upper body apparel must contain the school logo.

**Shoes:** Dress shoes, gym shoes, boots, or sandals are permitted. High, spiked heels are discouraged for safety reasons.

**Hair:** It needs to be kept clean and neat. No dyeing of hair which causes a distraction to others or does not have a natural look. Overall appearance needs to be well groomed, and some students may be advised to get a haircut. Ponytails are not permitted for boys. Boys should be clean shaven with no beard, mustaches, or sideburns below the earlobes. Boys' hair should be off eyebrows and off the collar.

**Piercing:** Girls may wear modest earrings in the ear lobes only. Boys are not allowed to wear any type of earring. No other visible body piercing, including the tongue, is permitted for both boys and girls. Visible tattoos are not permitted.

**Sweatshirts:** Sweatshirts from the upper-body apparel emblem choices are permitted. As stated under the "Shirts (Upper-body emblem apparel)" section, only plain T-shirts, either short or long-sleeve, must be worn under the approved upper-body apparel. If camisoles are worn, they cannot be visible.

**Skirts/Dresses:** Girls may only wear skirts or dresses on Professional Dress Days. Permitted length on these designated days can be no more than 3" above the knee. Acceptable dresses must cover the shoulders and eliminate any show of cleavage.

### **Dress-Down/Jeans Days**

When St. Anthony High School allows students to "dress-down," the clothing must be in good condition and clean. In addition, clothing may not advertise contraband, alcohol, drugs, or display rude innuendo. Jeans must be in good repair. In order to participate in the Dress-Down/Jeans Days, students may be asked for a monetary or food donation for a charitable cause.

### **Spirit Days**

If a school day is classified as a "Spirit Day," students may wear ANY shirt with a St. Anthony logo. Dress code pants must be worn unless otherwise announced.

### **Team Shirts**

Teams can request a day from the administration where they can all wear their team apparel. This will not be restricted to Mondays. All team and organizational/club shirts must be approved by school administration prior to being purchased.

## **Professional Dress Days**

When a Professional Dress Day is required, students should dress as follows:

**Boys** – dress slacks or khakis, dress shirt tucked in for the entire day, white t-shirt underneath, tie, belt, dark socks, and dress shoes.

**Girls** – dress slacks or dress skirt (*please refer to the “Skirts” section for permissible skirt length*), professional blouses/sweaters/tops (*shoulders covered with avoidance of cleavage*), and dress shoes or sandals.

## **Electronic Device Policy**

The classroom instructor at St. Anthony High School reserves the right to determine these of pagers, iPods, iPads, MP-3 players, notebook PC's, and other similar devices in the classroom setting. Each individual instructor will communicate their classroom rules on the first day of class via a syllabus. Violation of the instructor's classroom policies will result in confiscation of the electronic device accompanied by a \$10.00 fine per offense. The device will be returned by the office to the student only after the fine has been paid in full. Multiple violations may result in additional consequences to the fine, and will be determined by the Dean of Students.

## **Cell Phone Policy**

Cell phones are permitted and can be used on campus only under the following conditions: Phones can be used between class periods. Phones can be used during the lunch hour. Phones must be “turned off” or in “silent mode” (not “vibrate”) upon entering the classroom. Phone usage of any type is not permitted during class, assemblies/presentations in the gym or MPR, study halls, in computer labs, or in the Library/Resource Room. If a student needs to use the restroom or the College Resource Room during class time, the student must leave his/her cell phone with the instructor before leaving the classroom; it will be the student's responsibility to repossess their phone at the conclusion of the class period. Cell phones must be checked in with the Dean of Students while serving a detention or an in-school suspension.

## **Violation of the Electronic Device/Cell Phone usage conditions will result in:**

<u>First Offense:</u>	\$10.00 fine
<u>Second Offense:</u>	\$15.00 fine accompanied with a detention
<u>Third Offense:</u>	\$20.00 fine accompanied with an in-school suspension

**Note:** Phones will be returned by the office to the student only after the fine has been paid in full.

Phones or other electronic devices should never be used in a manner that disrupts the educational process, invades the privacy of any individual, or violates student behavior guidelines, including the *Acceptable Use of Electronic Networks* policy.

*Transmission of any sexually explicit messages or pictures is a violation of SAHS's student conduct rules, and consequences may be more severe than what is listed in the cell phone policy parameters.*

**(Please note, parents: Please call the office in cases of emergency, and your child will be notified immediately).**

### **Day Field Trips and Off Campus Activity**

Parents will complete field trip permissions which cover day field trips/off campus activities for the current school year during their annual registration process. Teachers will notify parents of field trips/off campus activities. Parents should notify the school if they will not permit their child to attend. Bus fare and any other expense must be paid in advance of the trip. Students are responsible for all work and tests missed. Students must contact their teachers for any makeup work prior to the field trip.

### **Overnight Field Trip and Off Campus Activities**

All students must complete the "Release-Request (Hazardous Activity) form. Bus fare and any other expenses must be paid in advance of the trip. Students are responsible for all work and tests missed. Students must contact their teachers for any makeup work prior to the field trip.

### **SENIOR PARENTS: PLEASE TAKE NOTE**

St. Anthony High School does not sponsor a senior trip and accepts no responsibility for planning, supporting or other associated activities.

### **Conduct as Hosts**

Visitors often judge the school. Students are expected to be courteous and respectful for those taking part in programs and athletic events.

### **Dog Pound**

The student cheering section is referred to as the Dog Pound. The Dog Pound is under the auspices of the Pep Club. Rules for participation and inclusion in the Dog Pound are established and monitored by Pep Club sponsors, officers and members. Dog Pound T-shirts are ordered and purchased by student participants annually. Conduct within the Dog Pound and cheers initiated by the Pound must be in keeping with St. Anthony High School's mission/philosophy and IHSA sportsmanship guidelines.

### **Announcements**

Information is relayed throughout the school community in a variety of ways:

- PA announcements: After the prayer and pledge, a few announcements of general interest are read each morning.
- Bulletin boards: The principal approves all items posted on non-classroom bulletin boards. No item should be removed without permission of the principal.
- Daily announcements: Announcements are emailed to each classroom fourth period each day. They are also posted on the announcement screens in the front lobby and during lunch in the MPR.
- [www.stanthony.com](http://www.stanthony.com): Daily announcements and other information can be found on the website.

### **Publicity/Photos**

Enrolling your child in the school assumes a photo can be used for publicity. If you do not want your child's photo used in this manner, please notify the office in writing of this decision.

## SCHOOL ORGANIZATIONS

These activities are designed to enrich the development of the student. A spirit of cooperation, morality, and good conduct are the foremost goals. Extracurricular activities must be fun to all students who are able to meet the qualifications for membership. All activities or distribution of information must be approved by the faculty sponsor/advisor.

Any activities (dances, athletics, contests, assemblies) are an extension of the school. No alcoholic beverages or drugs of any type are permitted. All school-sponsored activities must be chaperoned by designated adults.

An organization intending to sponsor a school function must obtain approval from the principal; a form indicating the particulars of the event must be filed in the office at least one week before the date of the event.

Student can only be president of two school organizations. In addition, students can't be president of both Student Council and Pep Club.

### **National Honor Society** (*chapter established 1969*)

Membership in the St. Anthony Chapter of the National Honor Society is based upon excellence in four areas: scholarship, leadership, service, and character. To qualify for membership a student must meet the following criteria: Application, GPA, Teacher recommendation

1. **Scholarship:** Eligibility for the scholarship criterion (minimum 3.4 cumulative grade point average) is based on the student's cumulative GPA upon conclusion of the fifth semester (junior year). Those students who reach the GPA requirement during their senior year are also eligible for membership at the conclusion of the seventh semester only.
2. **Character:** Determination will be made based on school and civil conduct.
3. **Service:** Consideration given only to those students who have fulfilled at least 75% of their SAHS service requirements.
4. **Leadership:** Students must provide evidence of leadership positions.
5. Candidates must attend St. Anthony High School for a minimum of two semesters.

The object of this chapter is to create enthusiasm for scholarship, to stimulate a desire to render service beyond service hours requirements, to promote worthy leadership, and to encourage the development of character in all students.

### **Grounds for Dismissal from NHS**

Membership to the National Honor Society is a privilege not a right. Members will be dismissed from the NHS for any one of the following actions:

- After induction, the cumulative GPA drops below the required 3.40 (this includes the eighth semester) and remains below the required GPA after a one-semester probationary period.
- Level II or Level III disciplinary infractions as stated in the St. Anthony High School Student Handbook
- Violation of zero tolerance to alcohol or other illegal substances
- Violation of the Illinois Criminal Code (some examples: *retail theft, consumption or possession of alcohol, and criminal damage to property*)
- Any violation of academic honesty will result in dismissal or eligibility for NHS.

### **WYSE (World Youth in Science and Engineering)**

The World Youth in Science and Engineering (WYSE) organization is dedicated to the recognition of academic achievement. The team consists of six to fourteen members who annually take tests in a chosen academic discipline. Members are chosen by the coach based upon past achievements and interest in a particular subject. Awards are given to individual students, and winners progress to the state and national levels.

### **Society for Academic Achievement (SAA)**

This national society was founded in Quincy, Illinois in 1959 by civic organizations with the dual purpose of motivating youth to achieve excellence in academics and honoring those with outstanding scholarship. SAA awards are presented to sophomores, juniors and seniors who are in the top 5% of their respective classes at the end of the 3rd, 5th and 7th semesters. Only one scholarship letter and certificate will be awarded during the student's high school career. A special SAA embossed seal will be provided for placement on the certificate for each year in which the student meets the requirements.

### **Scholar Bowl**

Any student may participate in scholar bowl. Knowledge of a wide variety of topics and quick recall is helpful. Students participate as a team in several interscholastic competitions. Varsity and JV scholar bowl teams are available. All Athletic Policies apply to Scholar Bowl.

### **Spanish Club**

Meetings are held at lunch with special activities on various occasions such as "Cinco de Mayo."

### **Band**

The band is a class and organization that receives credit toward graduation. Members may perform in parades, concerts, competitions and will serve as the pep band for home basketball games, pep rallies, and tournaments.

### **Chorus**

Chorus is a class and organization that receives credit toward graduation. Members perform/participate in Masses, concerts, and other musical events.

### **Fall Musical / Spring Play**

Auditions for parts are open to the entire student body. These productions are opportunities for students to demonstrate acting and musical abilities. Stage crew and other technical positions are also valuable roles open to students.

### **Drama / Fine Arts Club**

St. Anthony encourages students with an interest in the stage to participate in and learn more about this part of the Fine Arts world.

### **Pep Club**

Student interested in promoting school spirit by planning pep rallies and contributing to other activities encouraging school spirit may volunteer to join this group. This club plans Homecoming Week. Officers and representatives are elected by club members.

### **School Dances**

Dances are a privilege, thus administration reserves the right to deny access to dances for poor behavior and/or poor academic progress. Any guest over the age of twenty or who attends a grade lower than ninth grade will not be allowed to attend. All guests must complete and pass the guest form application process. Administration reserves the right to use breathalyzers at school functions. All students are expected to conduct themselves appropriately on and off the dance floor. Misconduct will result in removal from the dance. If a student is removed from the dance, the student will be assigned a Level II behavior consequence and be required to take all final exams. Any guest asked to leave will not be allowed to attend any future dances for one calendar year.

### **Homecoming Court/Prom Court**

Students may request omission from the ballot

Students must meet the following requirements for ballot inclusion:

- 1) Academically eligible by voting date
- 2) No civil violations (DUI, shoplifting, etc...) within one calendar year of the voting date
- 3) No suspensions during the present school term

### **Prom Court:**

Available to seniors only

Tradition dictates that the Homecoming king and queen will not be placed on the Prom ballot.

### **Student Council**

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management and government of the school, develops high ideals, plans student activities, seeks to increase interest and awareness in school affairs, and helps solve problems that may arise.



## **CLASS OFFICERS**

### **The President**

- Makes all contact with the faculty advisor.
- Keeps the advisor informed of all class activities.
- Arranges class meetings with the advisor's permission.

### **The Vice-President**

- Assists the president.
- Conducts class meetings when the president is absent.

### **The Secretary**

- Keeps the minutes of each class meeting. -Submits to the principal a brief summary of each class meeting. -Is responsible for all class correspondence. The faculty advisor will approve all correspondence.

### **The Treasurer**

- Contacts the school secretary to discuss class finances.
- Collects all dues and bills, and returns them to the school secretary.

### **Class Treasuries**

Class funds are to be kept at Midland States Bank. The pastor or principal must sign all checks. Class financial reports can be obtained from the parish accountant. Senior accounts must be closed by graduation.

## **ATHLETIC POLICIES**

### **Philosophy Statement**

St. Anthony High School has, as part of its mission statement, the goal of educating the whole person: mind, body, and spirit. Since a very valuable part of that process can occur in structured athletic competition, St. Anthony High School has made a commitment to offer a number of athletic programs for both young men and young women.

As both a parish and a school, we are fortunate that many people have put in a great deal of time and effort and, as a result, a rich and proud athletic tradition has been established. This tradition is to be respected and not taken lightly. Every person, administrator, coaches, parents, and student/athletes, benefit from what has come before them, and their every action serves to become what the future will be.

It is the philosophy of the administration of St. Anthony High School that all parties involved in athletics must work together to achieve success. It must be understood that success can be measured in terms other than wins and losses. Success is also an in-measurable quantity. Lessons learned from competition; not the least of which are sportsmanship, teamwork, and commitment, serve to benefit the individual long after the memories of wins and losses are forgotten.

Persons who become part of the Athletic Program at St. Anthony High School must also learn the value of respect. Our facilities will remain a source of pride only as long as they are treated that way. Our interpersonal relationships will only grow in an environment that fosters mutual respect. Our reputation will only be as good as we make it. It is imperative that our young people are not just athletes, but student/athletes, and always students first.

In order to be successful, the Athletic Department makes a commitment to employ qualified and competent coaches and to provide the best opportunities that our resources allow. Students/athletes should in return prepare to make a commitment to their coaches, themselves, and their teammates. Parents should also make a commitment to respect the goals of the program as a whole and in instances when differences do evolve, to take the necessary steps to resolve those differences before they become conflicts.

Much of the ideology here is further addressed and supported within this Athletic Code. It is a document that serves to help all of us, as coaches, as student/athletes, and as parents to stay committed to St. Anthony High School and to continue the tradition of success that is St. Anthony Athletics.

### **Chain of Command**

As with any organization, it is necessary to provide a means of decision making and resolving disagreement. In all such instances coaches, student/athletes, and parents should follow this hierarchy. Student/athletes should attempt to resolve all issues directly with the coach (sponsor). Parents also should first address all questions and concerns to the coach. All coaches should consult the Athletic Director on all but routine matters, including all purchases. Student/athletes and parents may consult the Athletic Director only if they feel their concerns are not being addressed by the coach. In all instances, the coach will be informed by the Athletic Director of the parents' questions or concerns. The Athletic Director is responsible to the Principal and the Pastor. The Athletic Director is, at all times, willing to discuss common matters with any person.

### **Training Rules**

By legal definition, participation in interscholastic athletics is a privilege, not a right. As a result, certain training rules can be put in place to ensure student/athletes do not harm themselves and/or others. Training rules listed herein are for the benefit of the student/athlete. All training rules are in effect 24 hours a day, seven days a week, 52 weeks a year. School year is defined as the first day of school any year to the first day of school the following year. To constitute a training rule violation, an offense must be committed by a student/athlete, be the result of a criminal conviction, or be observed by the St. Anthony School Administration, law enforcement personnel, high school faculty, or by self-admission. If any violation is found to have occurred, there are, by definition, two possible consequences; suspension or expulsion from school athletics.

**Suspension:** Student/Athletes are not allowed to participate in a set number of contests. Students will be allowed to practice.

**Expulsion:** Student/Athletes will be prohibited from participation in both contests & practice for a prescribed amount of time.

## Training Rule Violations and Consequences

1. Use, sale, possession, or deliverance of TOBACCO (in any form) or ALCOHOL. Included in this would be a student's presence where alcohol is present. Proof of consumption is not required in order for consequences to be enforced. (Example: If a student attends an underage party where drinking is present and it is proven that the student was an attendee at the party, the same consequences as if the student had consumed the substance may be enforced.)

**First Offense:** Suspension from 25% of regular season contests (based on number of varsity contests for that sport)\*  
*\*Games missed due to academic ineligibility **will not** be credited toward training rule violation suspensions. \*Athletes must complete the season in good faith/standing in order for suspension time served to be considered valid and complete.*

**Second Offense:** Suspension for one calendar year from date of violation. Suspension will be reduced to six months upon the completion of a school approved counseling program to be paid for by student/athlete or family.

**Third Offense:** Suspension for one calendar year.

**Fourth Offense:** Expulsion from program.

2. Use, possession, sale, or deliverance of any controlled substance, look-alike substance, or cannabis, as defined by the Illinois Statutes:

**First Offense:** Expulsion from all participation for one calendar year from the date of offense. As a part of the expulsion, and in order to be reinstated, the student/athlete must attend a school-approved counseling program to be paid for by the student/athlete or family.

3. Commission of any other criminal offense: In the event a student/athlete commits any other criminal activity, any suspension and/or expulsion will be determined by the policies outlined in the St. Anthony High School Student Handbook.

## Academic Eligibility

IHSA By-laws require that academic eligibility be checked each week to determine if students are passing 25 credit hours of high school work (By-law 3.021 and 4.021). This check should reflect the student's cumulative performance for the semester through the date of the check. Physical Education courses only count as .50 credits. To maintain training and conditioning, a student may be permitted to practice during ineligibility.

They shall, unless they are entering high school for the first time, have credit on the school records for 25 credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received. Physical Education can be used as a .50 credit class to meet the 25 credit hour requirement (By-law 3.022)

The eligibility report is made on Wednesday each week to determine ineligibilities for the following week. The penalty for ineligibility begins the following Monday and extends through Saturday competitions that week. An academically ineligible athlete must sit out of, at least, one week's competitions.

Eligibility reports start the 3rd Wednesday of each semester. In the case of a yearlong course, first semester grades are factored into the second semester eligibility report.

### **SCHOOL ATTENDANCE**

Student athletes are required to be in attendance for 1/2 day in order to be eligible for participation in that day's activities. This does not apply to School Business, College Visits, Funerals, or All-Day Medical Appointments.

### **SCHOOL SUSPENSION**

In the event of a student/athlete being suspended from school, the minimum number of contests or practices missed will equal the number of school days suspended.\* \* Applies to in-season suspension only.

### **STUDENT MISCONDUCT**

At all practices and contests, Student/Athletes of St. Anthony High School are expected to conduct themselves in a manner that reflects the highest standards of behavior. It is the responsibility of all coaches to "police" their team at all times, in all places. Any complaint to the school administration will be taken seriously.

### **ILLINOIS HIGH SCHOOL ASSOCIATION SPORTSMANSHIP RULES**

As a member of the I.H.S.A., St. Anthony High School is governed by the following Sportsmanship Rules:

\*6.011 – Players Ejected for Unsportsmanlike Conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any other level in the interim, in addition to any other penalties the I.H.S.A. or the school may assess.

\*6.012 – Coaches Ejected for Unsportsmanlike Conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at that level in the interim, in addition to other penalties the I.H.S.A. or school may assess. \*Reference. Illinois High School Association Handbook, 2000-2001 School Year, p. 38.

All accused student/athletes will have the right to discuss with the Athletic Director and Principal the offense(s) and consequences. Only in situations where both parties (school and student/athlete) believe there to be a need, will the pastor, serving as superintendent, be consulted. The administration retains the right to amend any policy in this Athletic Code. Parents will be given prompt notification if changes are made.

## **Interscholastic Sports**

### **Boys**

Fall: Baseball, Cross-Country, Golf, Soccer

Winter: Basketball, Wrestling

Spring: Baseball, Tennis, Track & Field, Bass Fishing

### **Girls**

Fall: Cross-Country, Golf, Tennis, Volleyball

Winter: Basketball, Bellettes, Cheerleading

Spring: Softball, Track & Field

Students participating in these sports are required to abide by the SAHS Athletic Code. Student/athletes must also submit to an annual physical exam. Exam documentation is kept on file in the main office.

## **Dual Sports**

Student/athletes who wish to participate in more than one sport during a season must secure written approval from the following parties: primary sport coach, secondary sport coach, athletic director, and parents. A dual sport contract (obtained from the athletic director) should be filled out and signed before the first practice for either sport. If the guidelines for either sport cannot be met, the dual sport option for that athlete is null and void.

For scheduled sporting and school events, visit [www.stanthony.com](http://www.stanthony.com). Click on Our Schools, Athletics & Activities, Schedule Star Athletics Calendar or refer to weekly note "This Week in Bulldog Country".

## STUDENT LIFE STUDENT HEALTH AND SAFETY

### Health

If a student becomes ill during the day, the student reports to the office. The office will contact the parents.

### Physical Examination and Immunizations

Under Illinois State Law, all 9th grade students are required to have medical examinations and proof of immunization. Visit <http://www.ilga.gov/commission/jcar/admincode/077/077006650B02400R.html> for state requirements. The physical examination must be presented to the administration when the student enrolls in the fall or the student will be denied admission to school until the examination has been completed. Students who have not provided proof of immunization by October 15th must be suspended from school. Transfer students must have a physical to enroll.

Students who participate during the year in athletics and as cheerleaders or Bellettes are required to have physical examinations annually, which are documented on the "Certificate of Child Health Examination Form." This documents immunizations and medical history and must be signed by the physician and parent(s)/guardian.

### Vision/Hearing Screening

Vision and hearing screening will be done, as mandated by the Illinois Department of Public Health, for teacher referrals, transfer students, and special education students on a specified date each school. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report was not on file at the school for teacher referred students, transfer students, and special education students, they will be screened.

### Medication

If it becomes necessary for a student to take any form of prescription medication at school, a signed note from a parent must be presented to the office. No medication will be dispensed by school personnel. Students will be allowed to self-administer asthma medication, provided parents have the appropriate forms on file. These forms are available in the school office.

### Medical Treatment

Parents are required to sign permission form(s) for any student needing medical treatment during the school day.

### Wellness Policy

St. Anthony High School adheres to the Diocese of Springfield's Wellness Policy. The school is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. Refer to the "Dietary Guidelines for Americans" at [www.dietaryguidelines.gov](http://www.dietaryguidelines.gov) for a listing of nutritious foods and beverages.

### Concussion Management

The IHSA has launched a new player safety education initiative entitled *Play Smart. Play Hard*. More information can be found at [www.PlaySmartPlayHard.org](http://www.PlaySmartPlayHard.org).

### Food Allergy Management Program

The schools shall

- A) attempt to identify students with food allergies;
- B) reduce exposure to known allergens;
- C) respond to allergic reactions with prompt recognition of symptoms and treatment,
- D) educate and train all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program that is conducted by a person with expertise in anaphylactic reactions and management.

### **Pregnancy Policy**

Each student involved in pregnancy will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, and the principal and pastor to determine the arrangements for the student's completion of his/her education.

### **AIDS Policy**

Students with AIDS or Human Immunodeficiency Virus (the virus that causes AIDS, also known as HTLV-III or LAV) who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. The principal, pastor, physician, and other professional personnel should individually evaluate students who are known to have AIDS in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One purpose of the evaluation is to prepare a specific plan for the education and care of the student. This policy is derived from THE HANDBOOK OF CATHOLIC EDUCATION POLICIES, Diocese of Springfield, Illinois.

### **Communicable Diseases**

The principal shall notify the Department of Public Health when a student is sent home with a suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

### **Asbestos**

St. Anthony Grade and High School have completed the Asbestos Management Plan in accordance with the Federal Government regulations and a copy is on file at the school office for public inspection. Regulations require this annual notification to parents and staff.

### **Pest Control**

The St. Anthony High School building is sprayed for pests on a monthly basis after school hours.

### **Biometric Information**

St. Anthony Schools will abide by Public Act 095-0232 regarding use of student biometric information for student services.

### **Surveillance Cameras**

For the added protection of SAHS students and for increased security of the school building, surveillance cameras are in use on campus.

### **Emergencies**

In the event of an emergency at school (fire, lock-down, etc...), parents are advised to consult the website ([www.stanthony.com](http://www.stanthony.com)) or listen to the radio for information. The Blackboard Connect System will also be activated to notify parents of emergency situations. Parents should not call the school as phone lines will be needed to contact appropriate emergency management officials. In the case of a lock-down, students will remain in their classrooms until the "all-clear" is given by appropriate authorities. In the event that students can only be released to a parent or guardian, parents should have another adult designated *in loco parentis* in their absence.

### **Fire Drills**

Law requires three fire drills per school year. Directions for fire drills are posted in each room by the door. Teachers will review fire evacuation procedures at each new semester.

### **Earthquake**

In the event of an earthquake, drop to the floor and get under the nearest object of protection such as a desk or table. Drop, cover and hold on!

Each teacher is issued a Crisis Manual that provides specific procedures for various crisis situations.

### **Tornado Drills**

Law mandates that one tornado drill is conducted each year. Safe evacuation areas are posted in each room. Teachers verbalize these instructions at the start of the new term.

### **School Cancellation/Emergency Notification**

School cancellation due to inclement weather or other unforeseen circumstances will be broadcast over radio airwaves (WXEF 97.9FM, WKJT 102.3FM, or WCRC 95.7 FM) and through the Blackboard Connect System. Students and parents are asked not to call the school. In the event of an emergency, the phone lines need to be kept open for emergency management purposes.

## **LIBRARY POLICIES**

### **Library**

The library is a place for quiet reading and serious research. An atmosphere of quiet must be maintained at all times.

#### ***Please note the following:***

1. All students must have a pass signed by a teacher to come to the library.
  2. Students are responsible for checking out materials to be taken out of the library.
  3. All electronic devices are to be used only for locating and referencing materials.
  4. Printing is limited to school related items.
- Books may be checked out for two weeks. Books can be renewed up to three times.
  - Magazines that are stored on the shelves may be checked out for two weeks. Current issues may not be checked out.
  - Videos may be checked out for two weeks.
  - Reference books and CD-ROM materials may only be used in the library.
  - Students with outstanding library fines will not be permitted to take exams.

## **DISCLAIMER**

In matters of serious situations not described in this handbook, the administration reserves the right to take whatever action deemed necessary.

All of the policies, rules and regulations are authorized by the administration and are to be interpreted by the Principal. The administration reserves the right to interpret, change, correct or add to the handbook as written.