



**Parent/Student
Policies and Procedures
Handbook
2024-2025**



St. Anthony Catholic High School
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CATHOLIC SCHOOLS
— ARCHDIOCESE OF SAN ANTONIO —



2024-2025

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1. GENERAL INFORMATION

1.1. St. Anthony De Padua

St. Anthony was born in Portugal in 1195 to young, wealthy parents and was christened Ferdinand. He was educated in the Cathedral school of Lisbon and, at the age of 15, joined the Canons Regular of St. Augustine in the convent of St. Vincent, located just outside the walls of the city. Two years later, he moved to Coimbra where he stayed for eight years, occupying his time primarily with study and prayer. But when the remains of five Franciscan martyrs were brought from Morocco to Portugal for burial, Ferdinand decided he wanted to follow in the footsteps of these heroes of faith. He obtained consent to join the Franciscans and adopted Anthony as his new name.

He continued to live a quiet life of service and prayer, but this uneventful life changed when he was asked to speak at the ordination of a group of new Franciscan and Dominican friars. St. Anthony, compelled by obedience, began to speak slowly and timidly but soon he began to explain the Holy Scripture with such great understanding that all were amazed. With that moment, St. Anthony's public career began. He quickly became a professor of theology and gained fame as a teacher, preacher, and evangelizer who attracted huge crowds of people eager to hear him speak.

He eventually gave up teaching in favor of preaching and spent the rest of his short life traveling around France, Spain, and Italy. He is called St. Anthony de Padua because of his long residence in that city and the affection the people had for him. He is typically depicted holding a book and the Infant Child Jesus who, it is said, miraculously appeared to him. He died on the 13th of June, 1231 at the age of 36. St. Anthony was enrolled among the saints by Pope Gregory IX the year following his death and was declared a Doctor of the Church in 1946. Due to the countless miracles attributed to his intercession, he is known as the "Wonder-Worker" as well as the patron of the oppressed and of lost objects.

1.2. School History

The Missionary Oblates of Mary Immaculate of the Southern United States Province founded St. Anthony Junior Seminary in 1903, but it was not until September 1905 that the "New Apostolic High School" opened its doors with 22 students. The school was founded originally as a Junior Seminary for the formation of young men for the priesthood, thus it came to be known as St. Anthony High School Seminary. St. Anthony was founded on many rich traditions, with two of the most cherished elements being spirituality and community while providing a quality education for an all-boys high school. On July 1, 1995, the University of the Incarnate Word assumed management of St. Anthony. Under its new administration, and new name, St. Anthony Catholic High School was provided with greater opportunities and horizons to expand its already rich traditions of spirituality, community, and academics. The year 2003 brought even more changes to St. Anthony, as for the first time, St. Anthony began to accept young women.

1.3. Mission

St. Anthony Catholic High School prepares young men and women for positions of responsibility and leadership through a college preparatory curriculum based on Catholic values and traditions. Within a comprehensive array of demanding academic courses, athletics, and extra-curricular activities, students develop the mental, physical, and spiritual well-being needed to make choices consistent with their academic and career goals, reflecting the spirit of Catholic Education.

1.4. Vision

St. Anthony Catholic High School is a premier co-educational institution founded on Catholic values and traditions, which are the basis for a comprehensive college preparatory curriculum designed to promote scholarship and spiritual growth and an appreciation for the power of service.

1.5. Philosophy

To accomplish our mission, SACHS offers a wide variety of academic, athletic and other life experiences guiding students to assess critically their own values and those of the culture in an effort to promote issues of justice and peace in our world. The school challenges the students to participate in the total program of the school – an integration of academics, athletics, Christian service, community activities and spirituality. It is expected that students will accept the challenge to prepare themselves for a life of Christian service by their active involvement in all aspects of the school program. Through this active involvement, students will truly find a community life experience which will better prepare them for the challenges of the future and for their place of service in the Church and in the world.

1.6. University of the Incarnate Word Mission Statement

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God’s presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the University aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education, the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and social justice.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

1.7. Archdiocese of San Antonio

“Share the Spirit!” The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus Christ. His news is one of challenge, love, and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building; Christian acts of service, and word and worship. We commit to providing inspiring active learning and quality education so that all students Share the Spirit of Catholic Education.

This Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese. They are:

Foster a Catholic Identity

We prepare students to encounter the Gospel of Jesus Christ and bring Catholic teachings and values into their lives and the global world.

Invest in Community Building

We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education

We teach knowledge and critical skills so that students fully function as citizens within a changing technological and multicultural society.

Encourage Moral Foundation

We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

Support Parish Life

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance

We seek support and participation from those who share a common vision, mission and philosophy.

Seek Equitable Distribution

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

1.8. School Song

The school song is, "Salve Regina."
Salve, Regina, mater misericordiae:
Vita, dulcedo, et spes nostra, salve.
Ad te clamamus, exules, filii Hevae.
Ad te suspiramus, gementes et flentes
in hac lacrimarum valle.
Eia ergo, Advocata nostra,
illos tuos misericordes oculos
ad nos converte.
Et Iesum, benedictum fructum ventris
tui,
nobis, post hoc exilium ostende.
O clemens: O pia: O dulcis
Virgo Maria.

1.9. School Cheer

The School Cheer is "Down by the River"
(Leader) I went down by the river, (all -
yeah man!)
I was about to go down (yeah man)
Then I thought of the Jackets (yeah, man)
I just couldn't go down (yeah, man)
Then I said to myself:
(All) Who, who, who are we?
We, we, we are the
Mighty, mighty Jackets,
Mighty, mighty Jackets,
Go Jackets

1.10. School Fight Song

The School Fight Song was written in 2008 by former teacher Donald Chicoine.
Hail to St. Anthony
The home of Jacket Pride.
Hail all the sons and daughters

Proudly standing side by side.
We'll fight forever
With faith and dignity,
Honor and loyalty
Our solemn pledge to thee.
 We honor forever
 THE GARNET and THE GRAY!
 May God count us worthy
 OF VICTORY TODAY!
 We rally 'round thee
We'll keep the spirit alive.
We are St. Anthony
We're Jackets from the hive!
YES!
We are St. Anthony
We're Jackets from the hive!

1.11. School Colors and Mascot

- It is important to carefully manage the use of St. Anthony Catholic High School logo, crest, and mascot to ensure the integrity, image and identity in the community.
- The official school colors of St. Anthony Catholic High School are Garnet and Gray. The use of any other colors to represent St. Anthony Catholic High School is prohibited.
- The official school mascot is the Yellow Jacket. The use of any other mascot is strictly prohibited and must not be redrawn, distorted or modified in any way without prior approval.
- Any item(s) printed or made for use in conjunction with an official school function requires administrator approval.

1.12. Role of Parents and Parental Conduct

Parents are encouraged to participate in their student's academic success by keeping up with the daily school calendar, activities, class assignments and events. Parents may serve as volunteers, participate on campus committees, attend Community Liturgies and various parent meetings. St. Anthony believes that parents, teachers, faculty and administrators are all partners in a child's education.

The integrity of the educational process requires appropriate and responsible conduct on the part of administrators, faculty, staff, students, and parents. Parental behavior that disrupts campus community life, sporting events, extracurricular activities, on or off campus, or the integrity of the educational process may result in the refusal of the St. Anthony Catholic High School administration to invite the student to return to SACHS for a subsequent year of study and may result in the parent being escorted off the campus, ordered to leave the event, or permanently enjoined from attendance at any school event and the SACHS campus.

2. ADMISSIONS POLICIES

2.1. Admissions

St. Anthony Catholic High School processes admission applications for three types of applicants: incoming freshmen, transfer students, and international students. Incoming freshmen are

admitted on the basis of high school placement test scores, the sixth, seventh, and eighth grade school records, recommendations from current teachers, counselor, or Principal, history of standardized test scores, evaluation of the application by the St. Anthony Catholic High School Admissions Committee, and personal interviews by the Principal or designee. St. Anthony Catholic High School admits transfer students above the ninth-grade level on the basis of a comprehensive review of their high school transcript, recommendations by current teachers, counselor or Principal, a personal interview with the Principal or other member of the administrative team, and the information on the application. Home-schooled students and students from non-accredited schools seeking admission must present documentation of grades and standardized test scores (if available). Students may be assessed to determine placement and/or credits if it is determined that a student does not have sufficient academic records. Admission policies for international students can be found in section 3.1.

Any questions regarding admissions or enrollment can be directed to the Director of Enrollment, 210-532-5605.

Document requirements

Before a student's admission, the following records are required:

- 1) Official Birth Certificate
- 2) Baptismal Certificate (if baptized)
- 3) Official cumulative record or transcript of previous grade
 - a) Including any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
- 4) Emergency Information Card
- 5) Health Record
 - a) Immunization record
 - b) Illness record
- 6) Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
- 7) I-20, for International Students (when applicable)

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

2.2. Students with Special Needs

St. Anthony Catholic High School recognizes that children with different learning needs desire access to Catholic Education. Students with special needs will be given the same consideration as all applicants. The school does take into consideration the limits of the services they are able to provide. As such, St. Anthony Catholic High School strives to provide accommodations within the scope of our resources.

2.3. Non-Discrimination Policy

St. Anthony Catholic High School admits and welcomes qualified students of any religion, race, ethnicity, color, or national origin to programs and activities of the school with all rights and privileges. However, as a Catholic institution, SACHS is exempt from the prohibition against religious discrimination of the Civil Rights Act of 1964, and reserves its rights in this regard. Applicants should note that all students are required to enroll in religious studies each year and to respectfully attend all Catholic religious services planned for the student body.

2.4. Guardianship and Residence Requirements

Students must reside with a custodial parent or legal guardian. Should a student change residence to that of other than a custodial parent or legal guardian, the student must provide proper documentation and fill out a new Student Information sheet in order to update the change of status at SACHS.

2.5. Custody and Conservatorship of the Student

St. Anthony Catholic High School will abide by Texas law and will refer to the Family Educational Rights and Privacy Act for guidance. Custodial and noncustodial parents alike are entitled to rights with respect to their children's education records, unless the school is provided with evidence that there is a court order to the contrary. Therefore, in the absence of a court order to the contrary, St. Anthony Catholic High School will provide the custodial and non-custodial parent with access to the academic records and other school-related information regarding the student if they are listed as a parent or guardian on the student record. If there is a court order setting out conservatorship, it is the responsibility of either parent to provide St. Anthony Catholic High School with a certified copy of the court order. This will also help in determining if a student can be released to a parent who is not a conservator.

2.6. Insurance and Student Health

All students must have health insurance and are required to participate in the student accident and sickness insurance plan or submit proof of insurance through the Wellfleet Portal provided by the Business Office. The cost for Student Accident and Sickness Insurance is \$1,955.00 per academic year. Insurance is automatically assessed against the student's account. The charge will not be removed unless a waiver and proof of insurance is provided to the Business Office within the 10-day grace period. Families with students currently enrolled at St. Anthony can purchase UIW student insurance for their student at any time from the Business Office during the academic school year. If charges do not appear on your student statement, it reflects no insurance premium has been submitted on your behalf.

International students may not waive the International Health Insurance Plan, unless a prior agreement has been made with the student's sending organization or homestay agency. Individual international students may not waive coverage.

This plan protects students 24 hours a day, whether at home or while traveling. This coverage is in effect during the interim vacation periods. Participation in athletics is not covered and students participating in football must present proof of insurance coverage. Brochures that describe student health insurance cost and coverage details are available in the Business Office or UIW Office of Health Services.

2.7. Student Information Sheet

Parents are required to completely fill out the Student Information Sheet and to inform the school whenever information changes. An emergency contact other than a parent is essential. **In the event that parents plan to be out of town, additional emergency contact information pertinent to the arrangement during their absence should be provided.**

2.8. Verification of Enrollment

Verification of Enrollment and Attendance (VOE) Form for obtaining a Driver's License or Permit will be given to students who are: 1) currently enrolled and 2) who meet minimum attendance

for class credit (90 percent rule) in each class they were enrolled in the fall or spring semester immediately preceding the date of application for the form. **Students with excessive tardies and/or absences will not be given a VOE form.** Verification Forms are available at the reception desk.

2.9. Withdrawal Procedure

A student’s withdrawal from SACHS will be effective on the date a parent or legal guardian submits a written request to the Enrollment Office. Parents must contact the Enrollment Office to request withdrawal. Notice to an instructor or an office, other than the Enrollment Office does not cancel registration or a student contract with the Business Office.

Permanent record cards and health records will be released to a receiving school when that school sends a formal request to the SACHS Enrollment Office. This may be done through secure electronic transmissions or via mail. A release form signed by the parent or legal guardian must be obtained by the requesting school as part of the formal request to the SACHS Enrollment Office.

All special education or psychological test results, which are to be released to a receiving school, must include a parent’s signed release specific to that information.

Please note that the withdrawal process will take at least two school days to be completed.

WITHDRAWAL WITHOUT PROPER NOTICE MAY RESULT IN FAILURE IN ALL COURSES FOR THE SEMESTER AND THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR FULL PAYMENT OF ALL TUITION, FEES, AND OTHER CHARGES.

Students withdrawing from SACHS will be refunded tuition only according to the Withdrawal/Refund Schedule listed below. The parent or legal guardian of the student will be held responsible for non-refundable fees assessed to the student’s account statement. The total tuition for the respective academic school year, regardless of the tuition payment plan, is taken into consideration as well as the date of the student’s effective date of withdrawal. This determines the percentage of total tuition due upon withdrawal from SACHS.

2.10. Withdrawal and Refund Schedule

FALL:

- 0 - 2 weeks: 100% of total Tuition refundable
- 3 - 4 weeks: 50% of FALL and 100% of SPRING
- 5 weeks and after: 0% of FALL and 100% of SPRING

SPRING:

- 0 - 2 weeks: 100% of SPRING Tuition refundable
- 3 - 4 weeks: 50% of SPRING Tuition refundable
- 5 weeks and after: 0% of SPRING Tuition refundable

All financial obligations must be paid in full before a student graduates or withdraws from St. Anthony Catholic High School. Semester grades will be held if any financial obligations are

outstanding to any office of St. Anthony Catholic High School and The University of the Incarnate Word. No transcripts, grades or diplomas are released until all financial obligations are met.

2.11. Withdrawal Penalties

If for any reason the student is withdrawn, asked to withdraw, or expelled from St. Anthony Catholic High School, the scholarship and tuition assistance amount applied towards the account must be paid back to St. Anthony Catholic High School. All monies must be paid on the date of withdrawal or expulsion and before any transcripts are released.

With respect to students receiving tuition assistance (i.e., scholarships, grants and/or discounts), SACHS reserves the right to rescind any tuition assistance award when a student voluntarily withdraws or is mandated to withdraw by SACHS.

3. INTERNATIONAL STUDENT POLICIES

3.1. International Student Admissions

International Students are admitted on the basis of high school and/or middle school transcripts, a recommendation from a school official, English proficiency test scores, and an interview with the International Program Coordinator. Additional documents, including financial documents and travel documents such as passport and visa copies, may be required to satisfy U.S. immigration regulations. International applicants are required to submit official transcripts that have been translated into English and are endorsed by the issuing school administration. The transcripts must have a grade scale showing passing/failing and highest/lowest grades issued by the school. The number of weekly class meetings per subject is also requested. Results from the TOEFL, IELTS, Duolingo, SSAT or iTEP test can be submitted to satisfy the English proficiency admissions requirement.

International student applicants are also responsible for a \$285 application fee which is due prior to sending out I-20 immigration documentation. The fee is non-refundable unless the I-20 has not yet been sent or was never sent.

3.2 International Student Registration

International students are required to attend one New International Student Orientation scheduled at the beginning of their first semester. If they are not able to attend due to travel delays or other concerns, they must make an appointment to make up the orientation immigration briefing at a later time, as this is required by federal law.

International students will be given an ESL exam upon arrival to determine English proficiency and grade level placement. International students transferring into 10th, 11th, or 12th grade will also take a math placement exam to determine credits and class placement.

Applicants should note that all students are required to enroll in religious studies courses each year, complete the required number of service hours and attend all liturgical services planned for the student body.

3.3. Guardianship and Residence Requirements

Full-Time International Students Residence Requirement

International students attending SACHS are required to stay with a host family vetted by a CSIET-approved homestay agency, unless they 1) have received a written exemption prior to the start

of the school year, 2) are participating in the Kumamoto Exchange Program or 3) are living full-time with their natural parents in the San Antonio area, and parents have established full-time residency in the area or will do so within the school year. Residency can be established by different means, including purchase of a home in the San Antonio area or obtaining a U.S. visa compatible with extended stays in the United States. Any change to the student's living situation must be communicated in writing to the International Program Coordinator within ten days of the change. Students who do not comply with this provision are subject to expulsion.

3.3. Immunization Policy

All immunizations for international students should be completed by the first date of attendance and all records submitted to the school. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age/grade-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered and proof of immunization has been provided to the school. Immunization records must be translated into English and endorsed by the physician. For more Immunization Information refer to section 7.6.

3.4 International Student Scholarships

International students are not eligible for tuition assistance as listed in section 4.4. However, international students are eligible for international-specific scholarships and may apply at any time during the admissions process. Currently enrolled international students facing financial hardship may also apply for consideration for these scholarships.

Academic merit and financial information may be considered when granting scholarships. Scholarships will not be offered to international students on the basis of athletic ability under any circumstances.

4. FINANCE POLICIES AND FEES

4.1. General Policies and Fees

The finances of St. Anthony Catholic High School are the responsibility of the Principal and approved by the St. Anthony Catholic High School Board of Trustees. The operating budget, regular financial statements, and investments, as well as financial planning are overseen by the Vice President of Administrative Services of the University of the Incarnate Word and subject to regulations of the University of the Incarnate Word, which manages St. Anthony Catholic High School. An annual audit of all financial records is required.

Parents who seek a Catholic education at St. Anthony Catholic High School agree to enter into a tuition agreement and agree to be bound by the policies and procedures of the school outlined in the school's Parent/Student Handbook. The tuition agreement is **contractual and is** between the parent/student and the school and in accordance with the rules of the school governing all areas

of the student's development. As part of the contractual agreement, there are explicit and implicit expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the Parent/Student Handbook and various school communications.

FACTS TUITION MANAGEMENT

St. Anthony Catholic High School uses FACTS Management for tuition billing and payment processing. FACTS Management charges an annual enrollment fee for the set-up of the account.

NON-REFUNDABLE FEES (Payable by all students)

- REGISTRATION FEE
- DEFERRED PAYMENT PLAN FEE (Does not apply to those that pay tuition in full by July 5)
- PARENT/TEACHER CLUB FEE
- GRADUATION FEE (Seniors Only)
- STUDENT INSURANCE FEE (By request through the Business Office/mandatory for all international students)

OTHER FEES

The following are fees a student may incur during the academic school year:

Add/Drop Fee	Library Fines
Advanced Placement Course Fee (non-refundable)	Lock Replacement Fee
Collection Fee	Parking Fee
ID Card Replacement Fee	Return Check Fee
Late Payment Fee	Student Insurance
Late Registration Fee	Transcript Request Fee

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

4.2. Late Fees and Returned Checks

Payment not timely received, including returned checks, shall be considered late and the current late charge fee of \$50 will be assessed per month. In addition, if payment is not made when due, then the entire amount owed and unpaid shall, at the election of the University of the Incarnate Word/St. Anthony Catholic High School, become due and payable.

If the bank returns a check for any reason, there will be a \$30.00 charge. No post-dated checks will be accepted. A family who fails to make full payment of tuition and fees, including any incidental fees and late fees, by the due date may cause suspended enrollment for their student, which prohibits the student from registering or attending classes until full payment is made. Students will not receive grades, and/or transcripts will be withheld. A \$25.00 fee will be required to reinstate students who have suspended enrollment due to non-payment.

4.3. Registration (Pre-Registration)

For a student to pre-register for the next school year, parents must have met all previous financial obligations to St. Anthony Catholic High School. Enrollment for registration is through FACTS which requires a **non-refundable \$50** enrollment fee and **non-refundable \$340** registration deposit.

4.4. Tuition Assistance

Tuition assistance grants are awarded to students annually by SACHS. The number and amount of each grant shall be based on funds available, as determined by the St. Anthony administration. The Tuition Assistance Committee will determine all recipients. To be considered for tuition assistance, a completed Hope for the Future online application must be submitted through FACTS by the specified deadline. Tuition assistance will be determined, and parents will be notified. Tuition assistance will not be awarded if a balance is remaining on the tuition account or if the student has not pre-registered for the upcoming school year. Applicants who submit applications in the Fall will receive aid only if there are funds available. Tuition assistance must be applied for annually.

Families may also be eligible to receive Hope for the Future (HFF) Assistance provided by the Department of Catholic School office of the Archdiocese of San Antonio. HFF will notify parents if they have been awarded assistance.

4.5. Tuition Assistance Recipient Requirements

Once a student has been awarded tuition assistance, he/she is required to:

1. Be a uniformed ambassador on and off campus.
2. Show academic and behavioral leadership in the classroom.
3. Maintain a passing grade in all courses.
4. Be on time and in uniform every day.
5. Exceed community service requirements.
6. Attend Community liturgies.

Once a student has been awarded tuition assistance, the parents are encouraged to:

1. Actively participate in the campus community or PTC.
2. Attend all Community Masses with their son or daughter.

St. Anthony Catholic High School reserves the right to retract the award if the Tuition Assistance Committee feels that the student is not meeting each of the requirements. Notice of award retraction will be sent by registered mail or will be handed personally with the parent or guardian while on the St. Anthony Catholic High School campus.

FREQUENTLY ASKED TUITION ASSISTANCE QUESTIONS

1. *What is tuition assistance?*

Tuition assistance consists of funds awarded to families who demonstrate a financial need for assistance with tuition expenses at St. Anthony Catholic High School.

2. *How is tuition assistance determined?*

To determine need, St. Anthony Catholic High School will require families to complete the Hope for the Future application through FACTS. Families requesting tuition assistance must upload a signed copy of their entire and most recent IRS Form 1040 (including copies of all W-2 forms, schedules, and attachments). Incomplete applications will not be processed. When determining awards, the Tuition Assistance Committee considers income, assets, essential living expenses,

family size, and the number of students at tuition charging institutions. The Committee also considers the earning potential of a non-working parent if no small children are at home. Families with children at other independent schools or in college are expected to apply for tuition assistance from those schools as well.

3. Who can apply?

Anyone can apply for tuition assistance, but only students who have been accepted to St. Anthony Catholic High School, paid the deposit fee, and demonstrate financial need, as determined by the St. Anthony Catholic High School Tuition Assistance Committee, will be considered for an award.

4. How much tuition assistance may I expect to receive?

Each case is considered individually. The primary responsibility for financing the student's education rests with the family. After all of the family's own resources have been exhausted, parents may wish to apply for tuition assistance. In no case will the school offer assistance that represents 100% of tuition expenses.

5. How do I apply for tuition assistance and what are the deadlines?

Parents should apply for Tuition Assistance through their FACTS account home page. Application fee associated with this application is through FACTS and not St. Anthony Catholic High School.

Applications will be reviewed and awards determined. Assistance might be offered at a second time based on funds available. Although additional applications will be accepted after deadline dates, it is possible that funds will be exhausted.

6. Is tuition assistance renewable each year?

A new application must be filled out through FACTS each year. Changes in your financial status may affect the amount of the award.

7. Can I lose my tuition assistance during the year?

Recipients of tuition assistance are expected to meet the same standards of performance as all the other students enrolled. If a student withdraws from St. Anthony Catholic High School or is asked to leave, tuition assistance awarded will be withdrawn.

St. Anthony Catholic High School reserves the right to retract the award if the tuition assistance committee feels that the student is not meeting each of the requirements. Notice of award retraction will be sent by registered mail or will be handled personally with the parent or guardian while on the St. Anthony Catholic High School campus.

4.6. Outside Scholarships

Will St. Anthony Catholic High School accept outside scholarships?

Yes, our Business Office will require proof of the scholarship(s), which can be a copy of the award letter or certificate. It is the parent's responsibility to be sure the scholarship check is sent to St. Anthony Catholic High School. We will be happy to provide what information may be needed to show proof of enrollment for your student. Tuition will NOT be adjusted by the scholarship notification.

Incoming freshmen may also want to inquire at their church parish organizations such as the Knights of Columbus for assistance with tuition expenses. In the past, incoming freshmen have

brought with them scholarships from their middle school; check with your current school's Main Office to determine if they will be offering any assistance.

If this has not answered all your questions, please contact the St. Anthony Business Office at (210) 832-5639.

4.7. Tuition Payments

St. Anthony Catholic High School Tuition and Fees is paid through FACTS. It is the responsibility of the family to enroll in a payment plan annually. Failure to remit these payments will result in withholding of credits, transcripts, diploma and a late payment fee is assessed each month for not submitting tuition payments as agreed. Enrollment into this plan includes an application fee.

To enroll in the deferred payment plan or if you need additional information, please contact the Business Office.

Plan A: Annual payment 3% discount (Tuition Only) Due on or before July 5th

Plan B: 10, 12 Monthly Payments: Due on or before the 5th or 20th (you have the option to choose the 20th) of each month in the month indicated below and each consecutive month until the balance is paid in full.

10 Monthly Payments beginning August 5 or 20

12 Monthly Payments beginning June 5 or 20

Plan C: Semi Annual Payment: First payment will be due July 5th and Second payment due December 5th

4.8. Tuition Discounts

Families with more than one child enrolled at St. Anthony Catholic High School will receive a \$1000 tuition discount for their second child.

5. School Policies and Procedures

5.1. Accreditation

St. Anthony Catholic High School maintains the accreditation standards of the Texas Education Agency (TEA), through the Texas Catholic Conference of Bishops Education Department (TCCBED). The school is a member of the National Catholic Education Association (NCEA).

5.2. Administration

St. Anthony is an integral part of the University of the Incarnate Word and is managed by the Principal with assistance from the members of the administrative team. The Vice President for International Affairs at the University of the Incarnate Word provides support and oversight.

5.3. Fundraising policies and procedures

St. Anthony Catholic High School engages and develops various fundraising initiatives in an effort to maintain reasonable school fees and support enhanced education and school activities. Fundraising activities that benefit teachers, classrooms, direct school programs, etc. are given priority; all other fundraisers will be secondary. Clubs are examples of secondary programs. Any organizations or clubs, including all third parties not directly affiliated with St. Anthony Catholic High School (parents, friends of St. Anthony, alumni), who wish to solicit funds on behalf of St. Anthony Catholic High School must obtain authorization from the Principal at least **60 days** prior

to the anticipated fundraising activity. The faculty sponsor is responsible for submitting all fundraising activity requests to the Dean of Students.

Immediately upon conclusion of the fundraising activity, all monetary donations shall be deposited with the St. Anthony Catholic High School business office. When non-monetary donations are received, an in-kind donation form must be completed on the day the in-kind donation is received. All forms may be obtained from the Advancement Office.

St. Anthony Catholic High School is a non-profit 501(c)(3) organization and contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, the tax receipt shall clearly state what portion of the donation is tax deductible. Donor-designated restrictions on contributions shall be honored to the extent allowed by law.

5.4. Arrival and Dismissal

Doors to the building open at 7:00 a.m. Although staff members are in the building, St. Anthony does not provide a supervised before-school program. Supervision duty and school office hours begin at 7:30 a.m. School is officially in session from 8:00 a.m. to 3:05 p.m. each day. A warning bell will ring at 7:54 a.m. to advise students to proceed to chapel. Students are to be in school during the full extent of the school day. Supervision duty ends at 4:00 p.m. The building is locked at 5:00 p.m. Parents/guardians are asked to make appropriate arrangements to pick-up their children.

5.5. Business Office

The Business Office is located at St. Anthony Catholic High School and is open Monday through Friday from 7:30a.m. to 4:30p.m. The Business Office is closed for lunch daily from 12:30p.m. to 1:30p.m. The Business Office Coordinator is available daily by phone or email from 7:30 a.m. to 4:30 p.m.

5.6. Communicating with Parents and RenWeb Information

St. Anthony Catholic High School uses the RenWeb School Management Software which provides comprehensive and immediate information for parents and students via the “Parents Web”. This is an integrated, web-based communication system that allows families to securely login to monitor information in the following areas: attendance, academic progress, assignments, individual student grades, teacher websites, service hours, calendar of school events, school announcements, and all contact information. It is important that all personal information in RenWeb is up to date. If you need to update information or for assistance with RenWeb, please contact the Admissions Office.

6. ACADEMIC POLICIES AND PROCEDURES

St. Anthony Catholic High School prepares young men and women for positions of responsibility and leadership through a college preparatory curriculum based on Catholic values and traditions. The curriculum is designed to foster academic excellence by nurturing critical thinking, reflective analysis, and creative expression.

The St. Anthony Catholic High School curriculum is aligned with the standards of the Archdiocese of San Antonio, the Texas Essential Knowledge and Skills (TEKS) and the United States Conference of Catholic Bishops Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age.

6.1. Academic Integrity

St. Anthony Catholic High School students are expected to be honest and to display a high standard of academic integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present work which was not honestly performed by said student, including the use of unauthorized assistance on exams, projects, or class assignments will be regarded as a serious offense which may subject the offender to a grading penalty and/or a disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

The use of generative artificial intelligence (AI) as an academic tool has many benefits but unauthorized student use violates SACHS' policy on academic integrity. Teachers will provide clear guidelines concerning the use of generative AI in schoolwork. Students must consult with their teachers regarding the use of AI to complete and submit work.

1. Cheating

Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes or technology during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are only some of the possible instances of cheating.

2. Plagiarism

Offering the work of another as one's own work without proper acknowledgment, **including the use of AI tools**, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, internet sources, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

6.2. Progress Reports

The academic progress of each student is an important goal for St. Anthony Catholic High School. Therefore, progress reports shall be sent out every fourth week of a nine-week grading period. Progress reports are a means of communicating student's mastery of content to the student and parents/guardians. However, at the teacher's discretion, he/she may also issue a progress report at any time a student's progress becomes unsatisfactory.

A passing progress report does not guarantee a student will receive a passing grade for the nine-week grading period. Usually failing notices do precede a failing grade, but occasionally a poor exam grade or incomplete work at the end of a grading period can produce a failing grade. Progress reports will be sent via email.

6.3. Report Cards

SACHS is on a quarterly (nine weeks) grading period schedule. Report cards are given to students within five working days of the grade period ending. Report cards will be sent via email.

6.4. Academic Probation

A student who fails a course during a nine-week grading period will receive a **written** warning from the Academic Dean. The Dean will work with the counselor in collaboration with the teacher to develop a student's academic growth plan. If the student is still failing the course at the end of

the semester, the student will be placed on academic probation for the following semester. Students and parents are encouraged to remain in close contact with the Guidance Counselor and teachers. A student who earns a grade below a 70 on a progress report or a quarter report card is required to attend tutoring until the next grading period. If a student fails more than 2 credits at the end of the year, their re-enrollment may be denied.

Athletic & Extracurricular Eligibility

A student who is failing one or more classes is ineligible to participate in athletics or extracurricular activities. If ineligibility occurs at the time of progress reports, the student will remain ineligible until the teacher deems the student is passing. If the student is ineligible at report card time, they remain ineligible until the next reporting period. Refer to Section 17.3 for additional information on TAPPS eligibility.

6.5. Promotion and Retention Policies

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. Promotion and course credit shall be based on the mastery of the curriculum. Completion of remedial work must be completed prior to matriculating for the following academic school year.

6.6. Grading Policy

The SACHS academic year consists of two semesters, Fall and Spring. Credit will be awarded on a semester basis. The semester average is derived from the two quarterly grades and the semester exam. Each of the quarterly grades is weighted forty (40) percent in the determination of the semester grade, with the semester exam comprising the remaining twenty (20) percent of the total semester average. However, only semester averages for each semester will appear on the student’s transcript.

Semester Average – Fall	Semester Average - Spring
Quarter 1 – 40%	Quarter 3 – 40%
Quarter 2 – 40%	Quarter 4 – 40%
Final Exam – 20%	Final Exam – 20%

The number/letter grade scale is as follows:

A	90 - 100
B	80-89
C	75-79
D	70-74
F	<70

Credit will not be awarded for grades below a 70. A grade of I (Incomplete) on a report card will be considered a failing grade and will affect athletic/extracurricular eligibility if not resolved within a week of the end of the grading period.

Academic Honors

Honor Roll is recognized at the end of each semester. High honors recognition is given for grades of 95 and above in each subject. Honors recognition is given for grades of 85 and above in each subject.

6.7. Grade Level Classification

6.8.

<i>Credits</i>	<i>Classification</i>
0 – 6.5	Freshman (9th)
7 – 13.5	Sophomore (10th)

<i>Credits</i>	<i>Classification</i>
14 – 20.5	Junior (11th)
21+	Senior (12th)

Assignments/ Make-Up Work

When a student is absent for valid reasons, the student shall be permitted to complete assignments and/or make-up work for credit toward the class grade. When possible, students should notify their instructors of the absence. Upon their return, students shall be given time to gather missed make-up work. Refer to Section 12.4 for the definition of excused absence and Section 12.5 for the definition of unexcused absence.

Excused extended absences – For all extended absences, the student shall be expected to complete as much of the work as possible prior to or during the term of the absence.

Planned Absences – When an absence is planned in advance, the student or parent shall be expected to obtain information about assignments and make-up work prior to the absences whenever possible. A planned absence does not necessarily imply an excused absence. Parents may contact the school office for assistance.

Unplanned excused absences – On the day the student returns to class, it is the student’s responsibility to obtain from each teacher a list of the assignments or make-up work which has not previously been provided.

Due Date – Each teacher will specify a due date for assignments and make-up work dependent upon the nature of the assignment and the make-up work in the designated time. The student should contact the teacher as soon as she/he becomes aware that the deadline cannot be met.

Truancy – A student who has been truant shall be expected to make up missed work and may earn a maximum grade of 70.

6.9. Homework

Academic objectives in the academic program are dependent on work performance at school and at home. Homework is much more than written work. It includes reading, preparing for exams, reviewing material, hands-on projects, developing reports, presentations, etc. Students can expect homework in every course. Neatness and effort are expected at all times.

6.10. Advisory

Students will be assigned to a faculty-advisor who will be responsible for taking morning attendance in the Chapel and for conducting advisory periods during the lunch block as scheduled. Advisory periods are necessary to provide information, have guidance counselor lessons, monitor grades and missing assignments, and provide additional study time for students. There are two advisory periods that are parallel to the lunch block. Students in “A” Advisory will have “B” Lunch and students who have “B” Advisory will have “A” lunch.

6.11. Class Schedule

Students are expected to attend all regularly scheduled classes assigned to them. They are expected to bring all necessary class materials and participate in class activities.

Class schedules consist of eight periods. St. Anthony Catholic High School operates on a block schedule in which students attend four 80-minute classes each day. Classes meeting on Monday will also meet on Wednesday. Classes meeting on Tuesday will also meet on Thursday. On Friday ALL classes will meet.

6.12. Class Rank and Grade Point Average

Students at St. Anthony Catholic High School are ranked based on their cumulative grade point average at the end of each academic year. A cumulative Grade Point Average (GPA) is calculated after semester grades are posted and is based on all graded courses taken. Grade Point Average and class rank are based upon the collegiate 4.0 grade point average. Students are given a rank based on a weighted GPA.

Valedictorian/Salutatorian Honors

To be valedictorian or salutatorian, a student must have attended St. Anthony for the four consecutive semesters preceding graduation and be in good standing. Rankings for valedictorian and salutatorian are calculated through the first semester grade of their senior year and are calculated to one thousandths of a point.

6.13. Course Change Procedures

All course changes must be made in a timely manner and in accordance with the deadline provided. Students must complete the Course Change Slip, with a parent/guardian signature. The Guidance Counselor must approve these forms before they are sent to the Academic Dean for final approval. Any student requesting a change to their schedule for the spring semester may schedule an appointment with the Guidance Counselor prior the close of the fall semester. At the start of the spring semester, students must request an appointment with the counselor for any course changes within the first seven days of the spring semester.

6.14. Credit by Examination

Students wishing to recover credit for a failed course may take a credit by exam test offered through TTUISD K-12. The numeric test grade will be recorded. Students who do not pass a credit by exam test must repeat the course. The student must arrange with the Counselor.

A student who wishes to take a credit by exam for advancement may make arrangements with the Counselor to take the exam. The grade for advancement will be recorded as a numeric grade. Credit by exam grades will be unweighted. Parents are responsible for all fees (currently \$50 per semester test). *TESTS TAKEN WITHOUT PRIOR WRITTEN APPROVAL OF THE COUNSELOR WILL NOT BE ACCEPTED.*

6.15. Grades and Transcript Requests

Semester grades will be held if any financial obligations are outstanding, including those to the Business Office, Library, the Athletic Department or any other department of St. Anthony Catholic High School or the University of the Incarnate Word. No transcripts are released to other schools, colleges, employers or a parent/guardian of the student unless all financial obligations have been met. There is no fee for a transcript while a student is enrolled at St. Anthony Catholic High School or within one year from graduation. A \$15.00 fee will be charged to all transcript requests made more than one year after graduation. Please allow 48 hours for processing.

Procedure for requesting transcripts:

- All applications for scholarships, summer programs and colleges, which require transcripts, should be directed to the counselor. The student is responsible for requesting letters of recommendation.
- The counselor will submit the transcript to the requested school or agency.
- Note: The student is responsible for submitting requests in a timely manner for processing. All transcript requests must give at least 48-hour (two business days) notice.
- All transcript requests must be processed through the Counselor's Office during office hours. Counselors will mail/submit transcripts within two business days.

6.16. Access to Student Education Records

St. Anthony Catholic High School will abide by state and federal law where applicable, and where they are not applicable, will refer to the Family Educational Rights and Privacy Act for guidance. St. Anthony Catholic High School safeguards student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older or who enrolls in an institution of postsecondary education.

6.17. College Connection: High School Dual Credit Program

St. Anthony Catholic High School offers Junior and Senior students an opportunity to obtain college hours by attending classes at the University of the Incarnate Word during the school day on Tuesdays and Thursdays. Students who are eligible must have a grade point average of 3.5 (90%), be in good standing with the business office, and must abide by the school's attendance policy from both St. Anthony Catholic High School and the University of the Incarnate Word. This program enables students to earn up to 36 hours of college credit while completing their requirements for a high school diploma. Information about costs, transportation and credit transferability is available in the counseling office. Once the application is turned in and eligibility is granted, the student and parent and/or guardian must attend a mandatory Dual Credit meeting and agree to all the policies and procedures put forth from the St. Anthony Catholic High School counselors and the Dean of Education from the University of the Incarnate Word.

The grades earned in the High School Dual Credit Program are recorded on the student's high school transcript and become part of a UIW official college record and transcript. Generally, most colleges accept credit hours, but the student and family are encouraged to check with the university or college of choice to determine specific course transferability and grade requirements. Students will not be registered until proof of vaccination has been received and recorded. Texas State Law (SB 62) mandates that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis or has received a booster during the five years preceding admission to the University.

6.18. Advanced Placement Courses

SACHS encourages all students to participate in rigorous and academically challenging courses. The policies of SACHS are in line with the goals and philosophy of the College Board, the body that administers both the Advanced Placement, Scholastic Aptitude Test, and Preliminary Scholastic Aptitude Test exams.

As a student enrolled in an Advanced Placement (AP) course, your son or daughter is engaged in a demanding and rewarding course of study that can qualify them for college credit. This college credit is earned by demonstrating competency in course content by taking an AP Exam in May. St.

Anthony Catholic High School expectation is that students will take the appropriate Advanced Placement exam in each course in which they are enrolled.

Students who are eligible to enroll in an Advanced Placed course must have a grade point average of 3.5 and must abide by the school's attendance policy.

The AP Exam fee will be \$100.00 per course. The fee per course will be included in the October billing through FACTS. AP students are expected to take the AP subject exam(s) in May. All exam fees are non-refundable.

Additional AP exam information can be found at <https://apstudents.collegeboard.org/about-ap-exams>. Questions may be directed to the AP course teacher(s), the Academic Dean, Dean of Student Affairs, or the Guidance Counselor.

6.19. Standardized Assessments

All students participate in National Testing Day in October. Juniors will also test in March of the spring semester. Test results are reviewed with students and will be kept in the student's academic file. The tests administered are as follows:

- Freshman – PSAT 8/9
- Sophomores – PSAT NMSQT
- Juniors – October – PSAT NMSQT; March – SAT
- Seniors – SAT
- Freshman – Seniors - Advanced Placement exams for those enrolled in AP courses

Information for the SAT Subject Tests, ACT, and TSI are available in the counseling office but are not administered at St. Anthony.

6.20. Religion Assessment

The Assessment of Religious Knowledge (ARK) is a religion program assessment that measures religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools. This test is administered to all students in late spring.

6.21. Graduation Credit Requirements (see Service Hours section for Service requirements)

All St. Anthony Catholic High School students must complete the following to be eligible for graduation:

6.22.	Theology	4 credits
	English	4 credits
	Mathematics	4 credits
	Science	4 credits
	Social Studies	4 credits (includes Government and Economics, each .5 credits)
	Language Other Than English (LOTE)	3 credits (in the same language)
	Fine Arts	1 credit
	Physical Education	1 credit
	Electives	2 credits

Semester Exams

All freshmen, sophomores and juniors are required to take semester exams with the exam

counting 20% of the semester average.

Except in those courses approved by the Principal and announced in advance, no students, apart from Seniors (see below) are exempted from taking semester exams.

A student who is eligible for exemption may take the exam if she/he desires.

Senior Exemption from Final Examinations

For the spring semester ending in May of a student's senior year, a student's final examination for a specific course will be waived if all of the following conditions are met:

1. The student has eight absences or fewer (excluding school business absences) for full year classes; three absences or fewer for one semester courses.
2. The student maintains a passing average for the entire school year of a full year, one credit course.
3. The student's average for the spring semester is a 90 or higher.
4. The student's conduct grade in that class for the semester is satisfactory or better.

Any student disciplined for academic dishonesty during the senior year will not be eligible for exemption.

6.23. Senior Completion Deadline

A senior must complete all academic requirements and community service hours. Additionally, all financial obligations must be cleared in order to receive a diploma and/or final transcript. Seniors will be required to complete a "check-out" sheet which requires signatures from various school administrators and offices to verify that all school obligations have been met for graduation.

7. Health and Safety

A health file must be maintained on each student that will include the student's Cumulative Health Card and a Student Health Form. Health records kept in the student's health file and its contents are treated as confidential; they are available to the principal, health coordinator and the professional staff, as necessary. Student health files shall be stored in a locked filing cabinet in a secure area in the health coordinator's office.

STUDENT HEALTH FORM

St. Anthony Catholic High School keeps emergency information for each student enrolled using the Student Health Form. The Student Health Form contains pertinent information in case of accident or illness and includes health history as well as medications. Parents are required to update information contained on the Student Health Form annually. Students will not be allowed to attend classes a completed form is not on file. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

7.1. Access to Records

Parents and students are afforded the right of access to records and the right to request that statements be changed or deleted. In the absence of a court order to the contrary, St. Anthony Catholic High 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 setting out conservatorship, it is the responsibility of either parent to provide St. Anthony Catholic High School with a certified copy of the court order.

7.2. Release of Records

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the parents/legal guardian, and to the student after his/her eighteenth birthday. St. Anthony Catholic High School shall allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights. Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

7.3. Communicable Disease Control

If a student contracts a serious communicable disease, the Principal's office must be contacted and provided with information necessary to the welfare of the entire student body. Further, if a school representative determines that a student may have a serious communicable disease, the school representative will order that student to the Health Coordinator's office. UIW Health Services may be consulted in this regard. The student can only be released to the authorized adult, and the parent/guardian will be contacted to pick up the student. If the student can drive, the parent/guardian will be contacted to give permission for them to leave campus. Any questions or concerns should be directed to the School Nurse at 210-832-5632 or the Dean of Student Affairs at 210-832-5634.

7.4. Pediculosis (head lice)

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free.

7.5. Health Information

Information about chronic health problems such as asthma, allergies, migraine headaches and seizures should be reported to the Health Coordinator. Information concerning any medication should also be given. All health information is held confidential.

7.6. Allergies, Asthma, Diabetes

It is the responsibility of the anaphylactic or potentially anaphylactic, asthmatic, and/or diabetic student's parents to inform the school principal, the student's teacher, health coordinator and all other personnel who regularly supervise the student of their child's allergy, asthma, and/or diabetes.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan, Asthma Action Plan, Diabetic Care Plan that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan, Asthma Action Plan, Diabetic Care Plan shall include an individual treatment protocol that is established by the child's allergist, licensed physician, or health provider. The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan, Asthma Action Plan, Diabetic Care Plan should remain with the health coordinator and a copy should be distributed to the student's teacher.

Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form, to the health coordinator for use in case of an emergency. Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

7.7. Immunizations

Texas law and the Archdiocese of San Antonio require that all children attending St. Anthony Catholic High School have an updated immunization record on file. Children who do not have the required immunizations will not be permitted to attend school. All students are required to be fully immunized against the following diseases as determined by the existing regulations of the Texas State Board of Health: Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, and Mumps (Mumps immunization is presently required for students 16 years old as of September 1, 1996. On the first of September, and each year thereafter, students one year older as of September 1 of that year will also be required to have received mumps vaccine, or provide a physician-validated history of mumps illness.) The parents of each student enrolled in school will be required to furnish medically validated proof of such immunizations as provided in the statutes. Failure to comply with immunization requirements may result in withdrawal of the student from the school.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

7.8. Illness, Injuries and Medication

Any student needing permission to leave campus for a doctor's appointment, or any other kind of appointment should make sure that their parent/guardian contacts the Dean of Student Affairs. Parents are encouraged to make medical appointments after the school day when possible. Students who feel sick during the school day should notify the health coordinator so that their parents may be contacted immediately to make arrangements for the student to be picked up as soon as possible. Parents and/or the UIW Health Services or EMS will be notified in an emergency if medical care is required or if a school representative determines a student has an apparent illness or injury.

Students are not allowed to bring medication to school and administer it to themselves. If prescription or over-the counter medication is required during the course of the school day, the medication in the properly marked bottle must be brought to the Health Coordinator with detailed instructions and a signed statement from the parent allowing the school to administer

the medication as directed. Any unchecked medication found in the student's possession will be treated as an illegal substance.

A medication form must also be completed for any medication to be held at school or administered. Forms are in the Health Coordinator's office. The medicine may be picked up at the end of the school day by the parent. Records of doses given will be kept by the office and shared with the parent as needed.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

7.9. Sunscreen at School

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

7.10. The Use of Insect Repellents at School

School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

7.11. Emergency Preparedness

St. Anthony Catholic High School utilizes the Emergency Response and Evacuation Plan (EREP) outlined by the University of Incarnate Word. This document establishes procedures for minimizing the effects of an emergency situation at St. Anthony's Catholic High School. Each emergency situation is unique and may not easily be categorized by this plan. This document includes emergency response plans covering: fire emergencies, weather emergencies, medical emergencies, bomb threats, Homeland Security, suspicious persons and packages, hazardous material spills, employee alarm system, and emergency response phone numbers. The EREP is designed to assist employees and students on how to appropriately respond, report and if the situation requires how to evacuate in an emergency situation.

Fire Drills

Fire drills are conducted for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accomplished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to

an alternate exit. In doing so, care should be taken to stay in line.

Tornado/Disaster Drills

During drills, students are to go to designated away from windows and doors. Specifically, they should avoid portable buildings with large span beams such as gymnasiums and cafeterias. Students who are outside should go to designated areas. The proper position for students after reaching the designated areas is as follows: kneel on the floor, lean forward and touch the forehead to the floor, then clasp the hands together behind the back of head.

Bomb Threat

If a bomb threat is received, students shall evacuate the school in the same manner as for a fire drill. Authorities will be alerted to the situation. Upon arrival, school administration will follow directives given regarding next steps.

Lock-Down (Active Shooter) Drills

Lock-down drills may be conducted to prepare schools for emergency situations when students and staff may be in imminent danger of serious bodily injury. St. Anthony Catholic High School will communicate procedures to appropriate personnel and students.

8. Guidance and Counseling

8.1. Guidance and Counseling Mission

The mission of the Catholic school counselor is to blend the mission of Catholic education and the mission of St. Anthony Catholic High School along with faith traditions into a program of highly effective counseling services for students, faculty, and the school community. The primary areas of direct services include supporting the academic, social, emotional and behavioral needs of all students.

8.2. Counseling Objectives

Our objective is to collaborate with students, parents and other educators to create an environment that promotes student achievement. We value and respond to the diversity and individual differences in our community and a comprehensive school counseling programs ensures equitable access to opportunities and a diverse curriculum for all students to participate fully in the educational process. We hope to prepare young men and women for positions of leadership and responsibility while allowing them to explore their personal relationship with God.

If a student is suspected of experiencing a mental health crisis, he/she will be referred to the counselor. The Counselor will assess the situation, contact the parent/guardian, and guidance will be provided for next steps.

8.3. Counseling Center

The counseling center is open during the school week and available to all students, parents and St. Anthony faculty. The counselor is available to assist with student academic, social, emotional or behavioral needs. The counselor also assists students with completing college and scholarship applications, and may conduct group counseling sessions or meetings. Counselors can also provide support with questions concerning schedules, transcripts, four-year plans, endorsements and permanent files.

8.4. Confidentiality

Every effort is made to maintain your child's confidentiality at St. Anthony Catholic High School. However, there are times when we must share or report certain information:

- If permission to share this information is granted by your child.
- If your child is at risk of harming themselves or others.
- If your child is being harmed or abused.
- If information has been requested by subpoena or required by law.

8.5 Publication of Addresses

The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

8.6. Schedule Changes

All schedule changes must be initiated by the student. No schedule changes may be made after August 31st. Students who want to make changes to their schedule after August 31st, must wait until the first semester has concluded.

8.7. Four Year Plans

Each student will have a four-year graduation plan in place by the end of their Freshman year. In the Spring semester, the counselor will meet with each student individually to discuss course selections for the following school year and review the graduation plan. Current teachers will provide approval of Pre AP and AP classes. The graduation plan will outline the courses that the student will take throughout the course of their high school years. Once an endorsement is selected in the Spring semester of their freshman year, their four-year plan should not change without parent approval. Four-year plans will be kept in the counseling center along with course audit sheet and a high school transcript. Parents who wish to meet with the counselor to discuss four-year plans are asked to schedule an appointment.

8.8. Endorsements

St. Anthony Catholic High School offers five endorsements which allows students to pick a specific pathway of coursework for graduation that is aligned with their post-secondary goals. In 2013, House Bill 5 (HB 5) was passed in the legislature which restructured the state's graduation requirements requiring all students to pick an endorsement by the end of their 9th grade year. The endorsements include STEM; Business & Industry; Public Service; Arts & Humanities; and Multidisciplinary Studies. St. Anthony Catholic High School graduation requirements will allow every student to graduate with a Multidisciplinary endorsement. For additional information about endorsements, contact the Guidance Counselor.

9. Service Hours

9.1. Philosophy

In the spirit of Christian service which influenced the Missionary Oblates of Mary Immaculate and the Sisters of Charity of the Incarnate Word, St. Anthony seeks to give witness to Christ through the mission statement. This is revealed through a prayerful, apostolic community, committed to enabling young men and women to discern their calling in the church and in the world through the power of service.

- All students who graduate from St. Anthony are required to complete a minimum of 25 hours of community service per year of attendance, for a total of 100 service hours.
- Unless authorized by the Director of Mission & Ministry, service should be completed during non-school hours in a non-profit agency, under the guidelines established by the Director of Mission & Ministry.
- One hundred services hours is a minimum requirement; students are highly encouraged to continue serving their community and submit additional hours.

9.2. Requirements

The Director of Mission & Ministry or theology teacher must pre-approve service sites before the student commits to the service. This creates an opportunity for dialogue between the student and theology teacher on the service itself and the student’s reflection on the service and creates an opportunity for personal leadership.

Students should complete a minimum of 25 hours each year:

Freshmen	20 hours must be completed by the end of the 3 rd quarter
Sophomores	20 hours must be completed by the end of the 3 rd quarter
Juniors	20 hours must be completed by the end of the 3 rd quarter
Seniors	25 hours must be completed by the end of the 3 rd quarter. Seniors who do not complete their service hour requirement BEFORE the first day of senior final exams will not receive their diploma. The diploma will be held until all service hours are completed.

9.3. Guidelines

Service hours must be up to date in order to qualify or be recognized for awards ceremonies, such as Academic Banquet, National Honor Society, and all positions of school leadership.

- An explanation of service and service hours will be presented during the fall and again in the spring.
- Service hours for the current school year may be dated from June 1 of the current year – May 31 of subsequent year (ex: Class of 2027 may record hours from June 1, 2024 – May 31, 2025 for the 2024-2025 school year).
- At least 50 hours must be community service (working directly with a non-profit organization). The additional 50 hours may be parish or St. Anthony Catholic High School community hours.
 - Parish activities may include: altar server, liturgical choir, coaching a CYO team (unpaid), working retreats, assisting with a festival or parish event, participating in Passion Friday re-enactment, etc.
- All service hours must be properly submitted through the Mobile Serve app. A brief description about your service and Supervisor contact information must be provided.
- Final submission of service hours for Seniors is May 5, 2024.
- Students are encouraged to check Renweb periodically for an updated total of recorded service hours.
- Students are to wear their St. Anthony spirit t-shirts to service sites unless otherwise directed.
- In the spirit of volunteerism it is important to state that ALL service must be completed without pay.
- Service Hours will not be given for assigned Saturday School.

- Service credit will not be given for things you normally would do for your family, grandparents, etc. Example: helping your grandparents clean their kitchen, helping your parents with the dishes, yard, etc. These things you do out of love and dedication to your family.
- If the minimum requirement of 20 hours is not met by April 1st, the 9-11th student will be placed on Service Probation (see description below).
- Students may not receive community service hours for assisting an athletic team as a manager, water boy/girl, bookkeeper, or scorekeeper. These positions are considered as team member positions and responsibilities and, therefore, do not fulfill the service requirement.

9.4. Service Probation

Failure to meet minimum service requirements as listed above will result in *Service Probation*. If the hours are still not completed by the 4th quarter progress report date, students will be ineligible to participate in all extra-curricular activities until all service work is documented. If all 25 hours are not completed and documented in MobileServe by the first day of school the following fall semester, a parent conference will be scheduled. Seniors who do not complete their service will be ineligible to receive a diploma and may be prevented from participating in end of year senior activities.

Note: Consideration will be given on case-by-case basis for any extenuating circumstances which may have resulted in a student's inability to complete service hours. For more information, contact the Dean of Student Affairs.

9.5. High School Service Plan/ Service interviews

The four-year service plan was created to assist students with their understanding of the purpose for their community service requirement. During the fall advisory class, each student will be presented with information on service, be given a list of service opportunities, and complete their 4-year plan. Students will sign an agreement stating that the requirements have been discussed, are understood, and will be complete by the required deadline.

10. Dress Code

10.1. Dress Code Compliance

School attire is to be worn properly to and from school, during school hours, at school events and special events. Students shall be in school uniform from the time they arrive at school to the time they leave school, unless they attend an after-school athletic event for which they are given permission to change. Neatness and well-grooming will be expected of all St. Anthony students any time they are at school and at all school functions and activities.

Head coverings of any kind, including but not limited to hats, caps, or handkerchiefs are not allowed. Head coverings worn as an outer garment must be removed upon entering the building. Exceptions may be made for approved cultural, religious, and medical reasons. Shorts may NOT be worn during the school day. Sunglasses may not be worn in the building at any time. Hair must be clean, neatly combed, and must not interfere with eyesight. Hair color must be natural in color with no stark contrast. No exaggerated, highlights, or unusual hairstyles, such as mohawks, are permitted that distract from the educational process. Students may not wear jewelry that is gaudy, gothic, or otherwise not adhering to the conservative nature of the uniform (Ex: heavy chains, chokers with spikes, collars, multiple necklaces). Facial piercings of any kind, face gems of any kind, and gauges are NOT allowed at school or any school sponsored event, day or night, on or off campus. Only ear piercings for females are allowed.

The Dean of Student Affairs will keep items taken from students until the end of the school day, when the student may claim the item. Items not claimed will be given to charity at the end of each semester. After the second time, the item will be kept until the end of the semester or until a parent comes to retrieve it.

St. Anthony Catholic High School is not responsible for lost or broken jewelry.

All required authorized St. Anthony school uniform items are registered at, and are to be purchased from, Flynn O'Hara stores, the contracted supplier. They are located at 2108A NW Military Hwy San Antonio, Texas 78213. They may be reached at 210-247-4180 or <https://www.flynnohara.com/>.

Students in violation of dress code are subject to disciplinary action by administration. St. Anthony Catholic High School reserves the right to make revisions to the dress code at any time. Final interpretation of the dress code rests solely on St. Anthony Catholic High School administration.

10.2. Student Identification Cards

Student Identification Cards (ID's) and lanyards are provided to students during registration at the beginning of the school year. Student IDs **MUST** be worn, visible, and around the neck at ALL times to keep the campus safe and secure. Student ID's will be replaced at a cost of **\$30.00** to purchase a new one. In addition, further consequences will be issued if the student consistently misplaces their school ID.

ID cards are also used as lunch cards if a student has purchased a meal plan. Meal points can be added to the card in the Business Office at any time throughout the school year.

10.3. Lanyards

Students will be provided one lanyard per school year for their Student ID. Students may opt to purchase their own lanyard. Lanyards may not be offensive. Student lanyards are part of the school dress code.

10.4. Dress and Grooming

Male Dress and Grooming:

Hair: Must keep hair clean, neat, and well groomed. Hair length should remain such that hair is above the eyebrows, above the collar, and does not fall below the midpoint of the ears. No exaggerated, highlights, or unusual hairstyles, such as mohawks or shaved designs, are permitted. The length and bulk of the hair may not be excessive or present a ragged, unkempt appearance. Final interpretation of the dress and grooming code rests solely on St. Anthony Catholic High School administration.

Faces are to be clean-shaven at all times. Sideburns should be no longer than the middle of the ear.

All hairstyles are subject to the discretion of the Dean of Student Affairs. Students in violation of hair regulations will have until the following Monday to get the appropriate haircut. Students who are unshaven may be asked to shave at school and be subject to a \$1.00 fine before being allowed to attend classes.

Bottoms:

- Khaki dress pants – Must be a Khaki dress pant, NOT Khaki-colored jean, joggers, or skinny cut. Pants must be in clean and in good repair. Must be worn at the waist and belted.

Belts:

- Solid black or brown leather belt, not cloth. No printed, studded belts, giant belt buckles, or any other adornment on belt are allowed.

Tops:

- St. Anthony embroidered polo shirt (garnet or gray).
- St. Anthony embroidered polo shirt **must be worn under outerwear.**
- St. Anthony embroidered dress uniform button-down long sleeve shirt.
- St. Anthony embroidered outerwear from Flynn O'Hara.
- St. Anthony spirit sweatshirt/hoodies with approval from administration.
- **University of Incarnate Word spirit sweatshirt/hoodie.**
- Undershirts must be plain white and absent of any screen print.

St. Anthony polo and/or long sleeve must be worn at ALL times.

Socks/Shoes:

- Solid black or brown socks (no printed designs). Ankle/no show socks are not acceptable.
- Any shoes that are considered dress slip-ons, loafers, oxfords and Sperry's are allowed. Shoes must have closed toes and heels. Only black, brown, and tan shoes or two-toned colored (brown/tan, black/brown or any combination of the solid colors that are acceptable) shoes will be allowed.
- The following types of shoes are **not** acceptable: Boots of any kind, Vans, Crocs, canvas or suede material shoes.

Male Full Dress Uniform:

- Khaki dress pants
- Black or brown leather belt
- St. Anthony embroidered dress uniform button-down long sleeve shirt (WHITE ONLY)
- **ONLY** St. Anthony embroidered pullover cardigan sweater or varsity sweater. Dress uniform shirt must be worn under outerwear
- St. Anthony school uniform tie
- Solid black or brown socks
- Any shoes that are considered dress slip-ons, loafers, oxfords and Sperry's are allowed.
- Shoes must have closed toes and heels. Only black, brown, and tan shoes or two-toned colored (brown/tan, black/brown or any combination of the solid colors that are acceptable) shoes will be allowed.

See Male Dress and Grooming in Section 10.4 for more details

Female Dress and Grooming:

Hair: Must keep hair clean, neat, and well groomed. No exaggerated highlights or unusual hairstyles and/or exaggerated hair accessories are permitted. Hair accessories should be simple and not distract from the educational process. Hair color must be natural in color with no stark contrast.

Bottoms:

- Plaid skirt-no shorter than three inches above the bend of the back of the knee.
- Solid shorts in school colors (garnet, black, gray) must be worn under the uniform skirt at all times.

Tops:

- White short-sleeve blouse
- St. Anthony garnet, gray or white monogrammed polo shirt
- St. Anthony embroidered pullover cardigan sweater, varsity sweater, zippered jacket, and/or fleece jacket (Flynn O'Hara). Uniform shirts or blouses must always be worn under outerwear.

Socks/Shoes:

- Solid knee-high socks (garnet, gray, or white) and must be pulled up to the knee. Ankle, crew, and no show socks are not acceptable. No visible logos are permitted.
- Black and white leather saddle oxford type shoes (saddle oxford sneakers not permitted)
OR
- Black or brown HARD LEATHER penny loafer style shoes
- The following types of shoes are **not** acceptable:
 - Sperry Top Siders, any kind of boot, Vans, "boat shoes", ballerina shoes, soft leather, Crocs, Doc Martens, canvas or suede material shoes.

Female Full Dress Uniform:

- Plaid skirt with shorts underneath
- White $\frac{3}{4}$ sleeve blouse
- **ONLY** St. Anthony embroidered pullover sweater, or varsity sweater
- St. Anthony school uniform plaid tie
- Solid knee-high socks (GARNET, GRAY, or WHITE)
- Black and white saddle oxford type shoes

OR

- Black or brown HARD LEATHER penny loafer style shoes

See *Female Dress and Grooming* in Section 10.4 for more details

Cosmetics

Make-up, if worn, must be in moderation and good taste. Excessive make-up or extreme colors are not permitted. Excessively long, colorful, or bejeweled fake eyelashes/extensions are not permitted. Final determination of the appropriateness of cosmetics rests solely with the Dean of Student Affairs. Makeup should never be applied during class, in chapel, or in a classroom setting. Any student using makeup in a classroom will have the object(s) confiscated and be subject to disciplinary action. The Dean of Student Affairs will keep items taken from students until the end of the school day at which time, the student may claim the item. Items not claimed will be discarded at the end of each semester.

10.5. School Dances

Dances are for St. Anthony Catholic High School students and invited guests under 20 years of age. All participants are expected to observe St. Anthony Catholic High School policies and procedures. Inappropriate dancing will not be allowed at St. Anthony Catholic High School sponsored events. Students who choose to dance in this manner will be removed from the dance without warning, and parents will be notified. There will be no refunds for students removed from the dance. The St. Anthony Catholic High School dress code applies to dances. Students not dressed appropriately will not be allowed to enter the dance. Dresses and skirts need to be an appropriate length and cleavage should not be visible. Prom is a formal dance. St. Anthony Catholic High School students may **ONLY** invite one guest under the age of twenty.

The St. Anthony Catholic High School student and family assume responsibility for their invited guest. Guest forms must be submitted by the deadline to secure guest approval to the Dean of Student Affairs. All students and guests must present a school identification or valid picture identification card upon admittance. Once students leave the dance, they may not return. When students leave the dance, they must leave the site immediately. All dances are from 7:00 p.m. to 11:00 p.m. and there will be no admission after 9:00 p.m. St. Anthony reserves the right to deny admission to any person.

10.6. Tattoos

May not be visible at school or any school sponsored event, day or night, on or off campus.

10.7. Physical Education (PE) Uniform Requirements

Physical Education shirts and shorts must be purchased from the SACHS Athletics Department and must be worn during PE and Athletics periods only. Purchase of sweatpants and sweatshirts are optional. Proper athletic shoes are required for participation. They must have non-marking soles. Slip on shoes are not allowed. Uniform violation may adversely affect the student's grade. Students who do not follow dress code policy are subject to disciplinary action.

10.8. Spirit and Theme Dress

On days designated for Spirit or theme dress, students are permitted to wear:

- **Only** St. Anthony Catholic High School shirt, sweatshirt or hoodie (includes SACHS team, club, and/or organization shirts)
- Appropriate theme shirt (only on designated theme day)
- Blue jeans with NO holes, tears, tatters, or jewels (No leggings, sweats/wind pants, jeggings or shorts).
- Tennis shoes, school shoes, or boots. NO sandals, Crocs, or slippers.
- Sleeveless, spaghetti, translucent, or tube tops are not acceptable.

Any student in dress code violation will be subject to disciplinary action.

10.9. Baccalaureate and Graduation Dress

All graduating seniors are required to follow all aspects of the dress code for the Baccalaureate and Graduation ceremonies. Dress code for both events is Sunday best. Tennis shoes and canvas shoes such as Vans are not acceptable. Failure to comply may deny the student the privilege of participating in graduation events and/or graduation ceremony. Administration is the final arbiter.

11. Student Code of Conduct & Discipline

11.1. Standards of Student Conduct

St. Anthony students abide by the core values of community, service & social justice, honesty & integrity, scholarship, and holistic education. Students are expected to conduct themselves in a manner reflective of the mission and philosophy of the St. Anthony Catholic High School community at all times.

In order to promote a positive educational experience for all students, St. Anthony Catholic High School expects students to adhere to seven basic standards of conduct:

- (1) exercise self-control, self-respect, and self-discipline

- (2) demonstrate a positive attitude
- (3) respect the rights and feelings of others
- (4) respect school property and the property of others
- (5) support the learning process
- (6) adhere to rules, and
- (7) promote a safe environment.

Because of significant variations in student conduct, it is not always possible for the student code of conduct to address each and every act of student misbehavior. To that end, St. Anthony Catholic High School retains discretion to address student misconduct that is inconsistent with these seven standards even though the conduct may not be specifically included in the student code of conduct.

11.2. Student Responsibility and Campus Expectations

Students are expected to behave in a manner that upholds the core values, respects the dignity of themselves and others, and does not adversely affect the learning process.

1. Develop good habits, such as
 - attending school daily.
 - arriving to classes punctually.
 - working well independently.
 - using appropriate language.
 - maintaining good health habits.
2. Assume responsibility for their actions by
 - keeping parents informed of school activities, of credits earned and required, of supplies needed, and of communications sent home.
 - being self-disciplined.
 - making their own decisions despite peer pressure.
 - accepting the consequences for their behavior including penalties for inappropriate behavior.
 - using time wisely.
 - completing all assigned work on time.
 - developing good study habits.
 - practicing neatness.
3. Maintain a positive attitude by
 - taking pride in personal accomplishments.
 - being trustworthy.
 - having academic integrity.
4. Respect the rights of others by
 - allowing others to concentrate on their work.
 - allowing others to assume responsibility for their own actions.
 - learning to resolve differences in ways that maintain the dignity of others.
 - realizing that one's behavior will directly affect others.
 - respecting school property and the property of others.
5. Treat others with respect by
 - working and interacting well with others.
 - being courteous.
 - being polite and helpful.

- caring for others.
 - appreciating others' accomplishments.
 - expressing opinions and ideas in a respectful manner so as not to slander others.
6. Treat teachers and school staff with respect by
 - being cooperative.
 - being attentive.
 - listening to teachers.
 - being polite.
 7. Respect the authority of teachers and other school staff by
 - listening to them.
 - following their directions.
 - questioning the classroom teacher appropriately.
 - following the proper channels when questioning school rules or policies
 8. Obey all school and classroom rules and procedures, such as
 - being in the appropriate seat and ready when the bell rings.
 - being prepared for each class with appropriate materials and completed assignments.
 - keeping cell phones put away
 9. Participate in assigned academic activities by
 - attending and contributing to all classes.
 - bringing supplies as required for classroom work.
 - following instructions.
 - completing all assignments.
 10. Assume responsibility for maintaining the learning environment by
 - coming to school well-groomed and dressed according to school policy.
 - walking quietly in the school hallways.
 - staying in the classroom seat as required.
 11. Take care of the school by
 - disposing of trash properly.
 - keeping it free from destruction.
 - cooperating with school staff on vandalism cases.
 - helping keep the school a safe place to be.

Rules for Behavior

General Information

The responsibility for maintaining a school environment that maximizes learning opportunities and minimizes distractions rests with the school principal and/or their designated administrative representatives. When distractions or disruptions do occur, the administrators are authorized to take the necessary steps to correct any interruptions of the normal educational activity. Determination of the methods or techniques utilized should reflect the St. Anthony Catholic High School philosophy that states that its primary aim is to promote "issues of justice and peace in our world."

When students violate the rules, regulations or policies of the school they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct the improper behavior.

Serious Offenses

Serious offenses include but are not limited to:

- all forms of bullying, intimidation, harassment, or fighting, including in-person, cyberbullying, and failing to alert administration if witness to an incident.
- any incident on or off campus involving alcohol, drugs, banned/illegal substances, or paraphernalia; this includes prohibited substances for minors.
- possession of a firearm or weapon of any kind.
- slander, defamation of character, or serious disrespect of any member of the school community through printed text, electronic communication (private or social), or spoken.
- forms of dishonesty such as stealing, lying, cheating, plagiarizing, or forgery.
- truancy offenses: missing school without parent's knowledge and/or leaving campus during the school day without parent permission and/or notifying a school representative.
- vandalism of SACHS or UIW property.
- serious disrespect towards a teacher, administrator, staff or other school community member.
- disruption of the educational processes of the school.
- possession or circulation of inappropriate materials in any form.
- violation or misuse of the internet or other technology;
- participation in a gang or gang activity or enhancing the image of gangs by way of symbols, graffiti, or other forms of gang identification.
- planned organized disruption of an event.
- felony and/or misdemeanor offense

Any action that is contrary to the school's core values and/or any action that is disparaging to the name or reputation of St. Anthony Catholic High School may lead to suspension and/or expulsion.

Serious offenses including, but not limited to those listed above, may result in immediate dismissal from SACHS, behavioral probation, and/or any other disciplinary action, as deemed appropriate by the administration. Protection of the learning environment as well as the safety of all concerned will be the primary consideration in the decisions related to the offenses.

11.3. Search and seizure

When students violate the rules, regulations or policies of the school that threaten the safety of teachers, students, or themselves they will be subject to search and seizure. The school principal, Dean of Student Affairs, and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession.

11.4. Surveillance cameras

St. Anthony Catholic High School may employ video surveillance cameras on school property for the purposes of deterring crime, assisting police in criminal investigations, and protecting the safety and property of the students and school community.

11.5. Suspensions

The Principal, Dean of Student Affairs, or another administrator may suspend a student who engages, or acts as a spectator, in conduct which violates the student Code of Conduct. A

suspension may not exceed three days per offense. St. Anthony shall not impose a grade penalty for make-up work after an absence because of suspension.

When a student is suspended for committing an offense, the following sequence will occur:

- I. Student will be removed from regular classes by Principal, Dean of Student Affairs, or another administrator.
- II. If the student is suspended, his or her parent(s)/guardian(s) will be contacted before the student is released from school.
- III. The length of suspension will depend on the seriousness of the offense.
- IV. Student will not be allowed to participate in or attend school-sponsored extracurricular activities, including but not limited to athletic events or school-sponsored service opportunities, for the duration of the suspension.
- V. The student may be readmitted on probation after the Dean of Student Affairs meets with the student and parent(s)/guardian(s).
- VI. Suspension will be considered an unapproved absence, but academic work may be completed without penalty during the period of suspension. Students may be required to complete restorative service depending on the nature of the offense.
- VII. Suspension or probation does not appear on a student's transcript to employers, colleges, or universities.
- VIII. If a student is suspended, it may affect their ability to
 - a. receive a scholarship the following year.
 - b. **run for student office.**

11.6. Expulsion

Serious offenses including, but not limited to violations of the student Code of Conduct, may result in immediate dismissal from St. Anthony Catholic High School as deemed appropriate by the Principal. A student may be immediately expelled from school for certain serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

When a student is dismissed for committing an offense, the following sequence will occur:

- I. The Dean of Student Affairs will consult with the Principal in all cases of expulsion.
- II. Notification of the incident is made to student's parent(s) or guardian(s) and counselor.
- III. The expelled student shall return her/his ID card to the Dean of Student Affairs, clean out her/his locker, and return all school-issued materials.
- IV. The expelled student will have her/his parent(s) or guardian(s) make the necessary arrangements with the registrar for transferring records to a new school.
- V. The expelled student will not be allowed back on the St. Anthony Catholic High School campus for any reason.
- VI. The expelled student will not be allowed to attend any function that is the sole activity or event of St. Anthony Catholic High School on or off campus.
- VII. Permission for exceptions to any of the above may be considered upon written request to the Dean of Student Affairs.
- VIII. The student may appeal for re-admission.

11.7. After School and Lunch Detention

For minor infractions of the Student Code of Conduct, campus or classroom rules, teachers or administrators may detain students on one or more days. Before being assigned to detention, a student will be informed of the behavior that allegedly constitutes the violation and will be given an opportunity to explain his or her version of the incident. The assigned time and date will be communicated to the student by the Dean of Student Affairs. The period of time for which a student is assigned to detention will be used for educational purposes.

Further disciplinary action will be taken for students who miss their assigned detention. Extracurricular activities, athletic events, after school employment shifts, and other such excuses for missing a detention class will not be accepted. If a student is unable to attend the scheduled detention for a valid reason, a parent or guardian must notify the Dean of Student Affairs in advance.

Lunch Detention

For minor infractions of the Student Code of Conduct, campus, or classroom rules, campus administrators may assign lunch detention. Students will be required to sit in a designated area during their assigned lunch period.

Notice of Assignment to Detention

When detention is used, notice will first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student.

11.8. Saturday School

Saturday Schools are held on random Saturdays throughout the school year. If a student does not attend the scheduled Saturday School, an additional Saturday School will be assigned. Additionally, the student will be required to complete additional community service hours for the missed Saturday School. Extracurricular activities, academic contests, athletic events, outside employment, and other such excuses for missing Saturday School will not be accepted. In the case of a serious family emergency or illness, a parent or guardian must notify the Dean of Student Affairs in advance via email or by phone. A fee for Saturday School will be assessed to the student's account.

11.9. Disciplinary Contracts and Probation

After all previous disciplinary actions have been taken and a student continues to demonstrate disruptive, disrespectful behavior or continues to violate school policies, a student may be placed on a Behavioral Contract. The contract identifies the area of misbehavior and specifies those actions necessary for the student to remain in school. All requirements of the contract must be met in full in order for a student to remain at St. Anthony Catholic High School. Any breach of this contract may warrant a student's immediate dismissal.

A student receiving three referrals may be placed on disciplinary probation; however, a student does not need to receive three referrals to receive disciplinary probation. If a student commits a serious offense or commits the same offense on a repeated basis, he or she will be placed on disciplinary probation for a specified period of time as determined by the Dean of Student Affairs. The student's record will be reviewed at the end of the probation period by the Behavioral Review Committee.

A student placed on disciplinary probation may be required to:

- resign from any club or class office,
- forfeit membership on any St. Anthony athletic team,
- forego seeking any class or club office for the following academic year,
- forfeit any class privileges.

Any further offenses committed by a student on disciplinary probation may result in suspension and/or expulsion.

If a student is placed on both disciplinary and academic probation in the same semester, his or her standing at St. Anthony Catholic High School will be reviewed to determine whether he or she will be permitted to return for the following semester and/or to register for the following academic year.

The following infractions violate state and federal law and are grounds for immediate expulsion. In circumstances where law enforcement is involved, UIW Campus Police will be called. The UIW Campus Police Department has jurisdiction to enforce all laws & regulations.

11.10. Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, students are not allowed to possess, sell or distribute alcohol, illegal or prescription drugs, tobacco products (including e-cigarettes), vaping products, guns, or other weapons on school property or at school-related activities, on or off campus. Such items are prohibited on campus whether found on the person, on campus, or in a privately owned vehicle parked on campus. Violation of this and any other state and federal law is grounds for immediate expulsion.

11.11. Schools As Weapon Free Zones

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this will be immediately reported to the authorities. The Principal or designee will notify the parents/guardians of any student who is arrested for violation of this statute. *18 U.S. Code § 922 (q)(2)(A)*.

11.12. Gangs and Other Prohibited Organizations

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

11.13. Graffiti

The willful or malicious destruction or defacement of any property belonging to another student, faculty, staff, or school property is prohibited. Actions such as tagging, graffiti writing, and defacing property are prohibited. An offense under this section may result in a state jail felony if the marking is made on a school, an institution of higher education, a place of worship or human burial, a public monument, or a community center that provides medical, social, or educational programs; and the financial damage to real property or to tangible personal property is more than \$2,500. All graffiti or defacing of property will result in disciplinary action regardless of the value of the damage or criminal charges.

11.14. Hazing Activities

State law prohibits a student from participating in any hazing activities.

11.15. School Social Events

The rules of conduct and grooming shall be observed at school social events held outside the regular school day. Administration will determine the guidelines of such events. Guests must observe the same rules as students, and the person inviting the guest shares responsibility for the guest's conduct. Anyone leaving before the official end of the event is not readmitted.

11.16. Use of Hallways during Class Time

Loitering or standing in the halls between classes is not permitted. During class time, a student must request a hall pass from the teacher to be outside the classroom for any purpose. Failure to obtain a pass may result in disciplinary action in accordance with the Student Code of Conduct.

11.17. Cellular Phone and Electronic Device Policy

Cell phones must be turned off during the instructional day, including during all testing and other instructional activities that extend beyond the instructional day.

- Students may use their cell phones during social times such as lunch, before, or after school but are prohibited from capturing video, taking photos, or audio recordings without permission from a teacher or administrator.
- Students are not permitted to use their cell phones in the classroom without teacher's permission.
- Students may not capture video, take photos or audio recordings in a classroom without the explicit permission of a teacher.
- Students are not permitted to use their cell phones during standardized testing. Using a cell phone (or any other recording device) during standardized testing will result in disciplinary action and test scores for the student shall be invalid.
- Cell phone usage of any kind is strictly prohibited in any bathroom or locker room on campus or at a school-sponsored event on or off campus.

Cell phone usage in violation of this policy will result in the cell phone being confiscated by school employees. St. Anthony employees are not responsible for, nor should they investigate any damage, theft or loss of cell phones or electronic items including those confiscated for violation of School Policy. Confiscated cell phones or electronics shall be released to the student on the first offense. Second offenses will be released to the parent of the student from whom it was confiscated and will be subject to a fine.

Second Offense Fine

Parents may obtain the confiscated cell phone from a school employee at a time designated by campus administration and a fee of \$10 will be assessed. After the parent is notified, the cell phone shall be held for pick up for a period of 30 days after which a notice with the phone's serial number, of the intent to dispose is sent to parents and the cell phone carrier.

A student using a cell phone (or any other recording device) to record the commission of a violation of the Student Code of Conduct shall be considered as complicit or acting with the intent

to promote or assist the commission of the offense and shall be disciplined in accordance with the Student Code of Conduct for that offense.

Also, using a cell phone (or any other recording device) to invade the privacy of another, record without consent, or disrupt the educational environment is not allowed, this includes transmitting images that reveal private parts of the body normally covered by clothing (sexting). In limited circumstances and in accordance with law, a student's personal cell phone or telecommunication device may be searched by authorized personnel.

Students may use headphones (earbuds) before the start of the school day and after school. Headphones may be used in classrooms if the teacher uses them for educational purposes. **For safety reasons**, headphones or ear buds are prohibited in the Chapel, **during lunch**, and in the hallways during passing periods at all times. If a student is observed using electronic devices without permission, the device will be confiscated and given to the Dean of Student Affairs.

The use of smartwatches or other such devices is also included in this policy. All students in possession of a cell phone must comply with the Cell Phone Policy and Acceptable Use Agreement.

11.18. Sexual Misconduct Policy

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships between students and St. Anthony employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

St. Anthony Catholic High School encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the schools. Students and/or parents are encouraged to discuss their questions or concerns with the expectations in this area with a teacher, counselor, vice-principal, or principal.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a campus employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and St. Anthony employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

St. Anthony Catholic High School will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints are treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment or sexual abuse by another student or by an employee may be presented by a student and/or parent in a conference with the Dean of Student Affairs or Principal. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily is held by a person who is the same gender as the student. The conference is scheduled and held as soon as possible, but no later than five days after the request. The principal or Dean of Student Affairs conducts an appropriate investigation, which ordinarily is completed within ten days. The student and/or parent are informed if extenuating circumstances delay completion of the investigation.

The student is not required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Principal. Prior to this conference, the student and/or parent must submit the complaint in writing and must include:

- 1) a complete statement of the complaint,
- 2) any evidence supporting the complaint,
- 3) a statement about how the matter should be resolved,
- 4) the student's and/or parent's signature, and the date of the conference with the Dean of Student Affairs or Principal.

11.19. Public Displays of Affection

We encourage healthy social interaction among our students. Any inappropriate physical or verbal displays of affection between individuals, regardless of gender, observed on campus or at school-sponsored events on or off campus will result in disciplinary consequences.

11.20. Bullying/ Cyberbullying & Harassment

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by St. Anthony Catholic High School, which includes a privately owned vehicle being used for school purposes, and that:

- 1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
- 2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- 3) materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
- 4) includes cyberbullying.

Cyberbullying is defined as bullying that is done using any electronic communication device, including using a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Harassment is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- 1) affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- 2) has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- 3) otherwise adversely affects the student's educational opportunities.

Bullying/Harassment/Violence and Human Sexuality (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3702)

All persons have inherent human dignity and are thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity, will not be tolerated.

Any student being bullied or witnessing bullying acts should report incidents to the Administration or other campus adult immediately. If you or anyone you know is being affected by bullying, cyberbullying, or harassment, report the offenses to administration, counselors, or an adult immediately.

Students may also report anonymously through the school website at <https://www.sachs.org/apps/form/report-bullying>. When students violate the rules, regulations or policies of the school they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct the improper behavior.

12. Attendance

12.1. Attendance for Class Credit Law

Students are expected to be present for all classes throughout the school year. Texas State law mandates that students cannot miss more than 10% of the overall school year. Students are required to be in attendance at least 90% of each semester. (For example, if there are 180 days in the school year, a student may not have more than 9 absences per class, per semester.) In the event of extenuating circumstances pertaining to a prolonged absence, the SACHS administration will consider an appeal for an exemption to this policy. When excessive absences are recorded, the SACHS administration will make the final decision regarding the awarding of course credit.

In the case of an emergency for which extended school time is lost, students will be expected to make up equivalent time as directed by the administration.

Parents and students should **NOT** request early dismissal for holiday breaks. Early departures result in missed instructional activities that cannot be completed as required. Semester calendars that highlight holiday periods are sent to parents and distributed to students so that holiday travel arrangements can be made well in advance. Therefore, it is ESSENTIAL that students and parents plan holiday travel well in advance., as regular attendance is essential for quality education. Any extenuating circumstances must be reviewed and approved by the Administration.

Parents should contact the Dean of Student Affairs via email or phone as soon as possible (before 9:00 a.m.) if a student will be absent for any reason. An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent. A student returning from an absence must provide a written note or email signed by a parent/guardian and accompanied by any necessary paperwork.

Full Day Attendance: To be counted as present for a full day of school, a student must

be in attendance at school for a minimum of four hours (240 minutes) of the instructional day

Half Day Attendance: To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) in the instructional day.

In order to participate in any school-sponsored activity or event, students must be:

- in attendance for two consecutive class periods (excludes Chapel, lunch and advisory) on block schedule days
- in attendance for four consecutive class periods on 8-period days

12.2. Student Failure to Attend School

When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered, St. Anthony Catholic High School administration will review the circumstances surrounding the student's excessive absences, excused and unexcused. Students who fail to meet the attendance requirement may result in: immediate dismissal from SACHS, behavioral/attendance probation, and/or any other disciplinary action as deemed appropriate by the administration.

Notice to Parent & Student: If a student accumulates unexcused absences on 10 or more days or parts of days within a six-month period in the same school year, the student is subject to enrollment revocation. Furthermore, after ten absences, excused or unexcused, written notification will be sent to the parent/guardian that their student has accumulated excessive absences and may not be promoted if they miss more than 10% of the school year (or 18 days).

Attendance is recorded in Renweb. Parents may access student attendance through their **ParentsWeb** account.

Attendance Warning Notice

In accordance with TEC 25.095, a school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:

- (1) inform the parent that: a. it is the parent's duty to monitor the student's school attendance and require the student to attend school; and b. the student is subject to truancy prevention measures under Section 25.0915; and
- (2) request a conference between school officials and the parent to discuss the absences.

12.3 Attendance Probation

The school realizes that students may miss school for a variety of reasons but regular school attendance is essential. When a student accumulates more than half the accepted absences (four and a half days) the student is placed on "Attendance Probation." This is an official designation and the student's lack of school attendance will be reviewed. In the event of Attendance Probation, a determination will be made by administration concerning continuance at SACHS. Violation of the agreed upon stipulations of an attendance probation contract may result in denial of credit and withdrawal from school.

12.4. Excused Absences

If a student misses three or more consecutive days, a note from a doctor is required. If a student fails to provide a note with a legitimate reason listed within five school days upon returning to

school, the absence will be recorded as unexcused. Reasons such as, but not limited to, traffic, weather, and vacation are not acceptable excuses for absences.

It is the responsibility of the student to make up class work missed resulting from an absence. The student must make arrangements with his/her teachers to schedule any missed tests, labs, or tutoring. Students have one school day to make up work for each one day of excused absence.

A written request from the parent/guardian is required if a student is seeking early dismissal from campus. The parent/guardian should also call the school office to confirm that the proper person in charge received the note. Upon returning to school, a written note from the parent/guardian explaining the reason for the absence must be submitted. THE NOTE MUST BE SIGNED BY THE PARENT/GUARDIAN. The student must then obtain an Admit Slip from the receptionist to return to class. If a note is not received within 5 school days of the student returning to school, the absence(s) will be recorded as unexcused. Excused absences may include but are not limited to the following:

- School approved extracurricular activity
- Observance of religious holy days
- Illness with parent note, limit of three (3) per semester
- Illness with doctor's note
- Documented health care appointment
- Family emergency
- One parish, church ACTS retreat
- Approved college visitation with a college visit confirmation letter. Three (3) days are allowed for Juniors and Seniors.

The final classification of whether or not an absence is excused or unexcused will be determined by the Dean of Student Affairs.

Notes/emails for absences must include the following: student's name, parent signature, reason for absence, dates, and parent contact information.

12.5. Unexcused Absences

"Unexcused" absences are those for which no legitimate reason has been provided and are equivalent to truancy. Therefore, it is imperative that parents/guardians keep the school informed when their son/daughter is absent. Unexcused absences that need to be corrected must be amended within five days of the student's return to school.

Students who leave campus without proper permissions will be considered absent for each class missed and will be subject to the provisions outlined in the preceding paragraphs.

12.6. Tardy Policy

A student is considered tardy if he or she arrives after the start of **any** class period, including Chapel. Any student who arrives during Chapel or Liturgy may report directly to the Chapel. Student drivers are expected to be present in Chapel on time; sitting in the car on campus and failing to report to Chapel by 8:00 a.m. will be considered tardy. Students who arrive after 8:20 a.m. must report to the receptionist to sign in. If a student is late to class due to school business, it is the student's responsibility to present the next period teacher with a signed pass from the faculty member with whom the student was speaking.

Tardies, with the exception of medical reasons with proper documentation, presented upon arrival to school are considered unexcused.

A student who is repeatedly tardy to school will be subject to the following consequences or other disciplinary actions, as deemed appropriate by the administration: warning, detention, parent conference, and/or Saturday School. Traffic, weather, or personal issues are not acceptable excuses for school and Chapel tardies.

12.7. Absence and Tardy Corrections

Any discrepancies and/or appeals of classification of tardy as excused or unexcused must be requested within a week of the tardy occurrence. Students should make an appointment with the Dean of Student Affairs to discuss the discrepancies and/or appeals. Absences and tardies after the five days will **NOT** be changed.

13. Morality

13.1. Maternity/paternity issues (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3306)

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to ensure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

- When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:

- The principal of that school must meet with him and his parent or guardian.
- The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program.

If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate.

If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider.

The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, must determine whether unique circumstances may necessitate pursuing an alternate action.

13.2. Abortion (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3305)

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

13.3 Marriage and Co-Habitation (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3306)

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

14. Human Sexuality (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3700)

Reasons For a Policy on Human Sexuality (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3701)

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation.

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795). The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

These truths extend into every facet of our lives, including—and perhaps especially—our sexuality. Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a

partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (Amoris Laetitia ("AL"), #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides et Ratio, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise.

14.1 Chastity (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3304)

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teaching that all people, regardless of sexual orientation, are to live a life of chastity.

Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

14.2 Sexual Orientation and Same-Sex Attraction (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3305)

The Catechism of the Catholic Church states:

CCC 1704: The human person participates in the light and power of the divine Spirit. By his reason, he is capable of understanding the order of things established by the Creator. By free will, he is capable of directing himself toward his true good. He finds his perfection "in seeking and loving what is true and good."

Students may not advocate (i.e., school clubs, organizations, etc.), celebrate (i.e., special interest school events), or express sexual orientation in such a way as to cause disruption in the context of classes, activities, events.

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and

uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

14.3 Official School Documents - (Handbook of Policies and Regulations – Catholic Schools, Archdiocese of San Antonio policy 3706)

Diplomas, transcripts, school records, and any other official documents of the school ("Official School Documents") shall be issued in conformity with the student's biological sex as based upon physical differences at birth and at the time of the student's enrollment. Official School Documents are historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the Official School Documents may be issued in the following format: "Original Name, a.k.a., New Legal Name."

15. Campus Policies

15.1. Safe and Secure Campus Policy

Closed Campus:

St. Anthony is a "closed campus." This means that once a student is on campus, the student is considered to be "in school." Students are not allowed in the school's parking lots during the school day without permission from a school administrator. If allowed, a signed pass will be issued to the student. The student will present the pass to the receptionist prior to exiting the building and upon returning.

A student may not leave campus without the permission of both the parent/guardian and school administration. Once a student has permission and is approved to leave campus, he/she must sign out at the front office. Students who violate this policy will be considered truant and will be subject to disciplinary action. This includes students who are 18 years of age, or who may turn 18 during the school year. A student who is 18 cannot sign themselves out without consent from a parent/guardian and school administration acknowledgement.

Note: Lunch deliveries (Uber Eats, Door Dash, etc.) are NOT permitted and will not be accepted in the front office. Students will not be permitted to meet vehicles outside for deliveries of any kind. Parents/Guardians may drop off food to their child, but MUST sign in and leave the food at the receptionist's desk.

15.2. Visitors

Any student wishing to host a visitor during the school day must request permission from the Director of Enrollment at least two weeks prior to the visit. Both the host student and the guest must complete and submit the St. Anthony Visitor Request Form. The form must be completed with signatures of the students, both sets of parents/guardians, and emergency phone numbers for the visitor's parents/guardians. The visitor is expected to comply with the St. Anthony dress code.

Parents are welcome to visit the school at reasonable times. St. Anthony may host a variety of activities designed for the student body, a particular grade level, or the entire community. The school calendar, RenWeb announcements and school communications will indicate which activities are open to the entire school community. St. Anthony Catholic High School policy requires that parents and other visitors sign in at the Main Office to obtain a Visitor's Pass. Visitors will need to present a valid driver's license or photo ID. All persons on campus not wearing an official nametag or a visitor's pass will be stopped and escorted to the front office.

The protection and safety of the learning environment is the main concern in decisions made regarding visitors. Administration reserves the right to limit the number of visitors on campus at any one time and/or deny permission to any visitor while school is in session.

15.3 School Volunteers

Volunteers in schools work with the permission of the campus principal and must adhere to all policies of SACHS and follow all directives of the administration. Volunteers in a position with regular contact with high school students should be 25 years of age or older. UIW/Brainpower Connection schools require Criminal Background Checks (criminal history record) and acknowledgement of the Code of Conduct of prospective school volunteers. Individuals who will have consistent contact with children must complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, in addition to the requirements above. Volunteers must be cleared by the Human Resources Department prior to volunteering on field trips or in classrooms.

15.4. Release of Students to A Law Enforcement Officer (3105)

Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

15.5. Child Abuse

Link: Texas Department of Family and Protective Services (DFPS) <http://www.tdprs.state.tx.us>; <http://www.txabusehotline.org>

St. Anthony Catholic High School will pursue all reasonable measures to assist maltreated children and their families. St. Anthony Catholic High School will:

1. Comply with the requirements of Texas Statutes Family Code Chapter 261—Investigation of Report of Child Abuse or Neglect.

2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.

15.6. Acceptable Use Policy (AUP)

The University of the Incarnate Word provides a wide variety of technology resources to members of the University community including St. Anthony Catholic High School. These resources are provided to empower students, faculty, and staff to learn and carry out the mission. Protecting these resources and ensuring that they are readily available requires the participation and support of every student and faculty member. It is the responsibility of every user of the school's technology resources to know these policies and use them appropriately. Violations of the rules governing the use of St. Anthony information resources may subject the violator to loss of access privileges, disciplinary action, and/or other action as deemed appropriate by administration.

The purpose of internet access at St. Anthony Catholic High School is to help further educational goals and objectives. Unfortunately, it may be possible for the user to access materials that are illegal, defamatory, inaccurate or potentially offensive. Students are expected to follow appropriate judgment in selecting and viewing internet sites. St. Anthony faculty will be available for assistance and will be monitoring the computers throughout the school day.

- All use of the St. Anthony computers to access the internet must be in support of educational goals. Access is a privilege, not a right. Access entails responsibility, and students have a responsibility to use the St. Anthony computer resources in a professional, lawful and ethical manner.
- Students are responsible for good behavior on school computer networks, just as in classrooms and other areas. Students may not use the internet unsupervised or for personal entertainment.
- Any use of the internet or other electronic or digital medium for illegal or inappropriate purposes or to access materials that are objectionable in a parochial school environment, or in support of such activities, is prohibited. Language that is deemed to be vulgar is also prohibited, as is pornographic, obscene, or sexually explicit material. Cyber-bullying with phones or other electronic equipment will not be tolerated.
- Internet services provided by St. Anthony Catholic High School are not intended for personal or private use. Therefore, students may not send or receive emails on the St. Anthony computers.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any part of the network. This includes, but is not limited to, the uploading or creation of computer viruses, and changing workstation settings or preferences.
- Appropriate disciplinary action shall be taken against any student who willfully and knowingly violates the St. Anthony Catholic High School Acceptable Use Policy.
- St. Anthony computers are not to be used for downloading any type of files or programs on to the computer itself or any other storage device.
- Students should have no expectation of privacy for anything they create, store, send or receive using a St. Anthony computer equipment or network. St. Anthony Catholic High School has the right to monitor and document any and all aspects of its network.

- St. Anthony Catholic High School has the right to utilize software that makes it possible to identify and block access to internet sites containing inappropriate material. Students may not access blocked sites or circumnavigate school security controls.

15.7. Transportation

The UIW Campus Police Department has jurisdiction to enforce all laws & regulations, with the right to immobilize or impound any vehicle operated on or parked in violation of established laws and/or regulations. The owner of the vehicle will be responsible for all fees and fines incurred due to violation. The Chief of Campus Police has discretionary powers to enforce a policy of traffic control on and around the campus.

Students, faculty, and staff are expected to be familiar with and abide by all traffic regulations. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation is no longer in effect.

Registration of Motor Vehicles

All vehicles operated or parked at St. Anthony Catholic High School or any UIW affiliated parking lot at any time must be registered through the Cardinal Cars app. All students are required to pay a \$40.00 parking fee every school year.

Students who do not register their vehicle through the Cardinal Cars app may be subject to parking fines assessed by the UIW police.

Assistance for registering a vehicle is available through the SACHS Business Office.

The person in whose name a vehicle is registered will be held responsible for any violations. It is a violation for a person to register a vehicle belonging to another person, except in the case of a student using a parent's car with parental approval. Consequences for violations to these rules will be determined by the Dean of Student Affairs and/or campus police.

Operation of Motor Vehicles

Most campus roadways are designated one way and have a maximum vehicle speed of 5 MPH. Pedestrians have the legal right-of-way. A motor vehicle shall not be operated on any sidewalk, curb, or lawn. A motor vehicle operator shall not operate a vehicle while a person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle.

Parking of Motor Vehicles

Students must park only in areas designated for student parking. The Student Parking lot is located under the Fencing Center gym. Students and members of the SACHS community are not allowed to park in any of the Our Lady of Grace (OLG) parking lots and may be subject to towing by OLG. Parking in designated UIW spaces is also prohibited. Students will be responsible for all fees if towing occurs.

Since parking spaces are limited on campus, priority to park on campus will be given to seniors first, with remaining parking spaces given to juniors. St. Anthony Catholic High School is not responsible for any theft, damage, or bodily harm done by vehicles on or off campus. All accidents or acts of vandalism or theft on campus must be reported immediately to the Dean of Student Affairs and the UIW Campus Police.

Students should not “hang out” in the parking lot before, during, or after school. Students are not allowed to return to their vehicle during school hours. Any violation of these rules may result in

the loss of driving privileges on campus. SACHS reserves the right to permit or deny any student from using their car on campus for any reason.

15.8. Areas designated for Students

Throughout the school day students are expected to be involved in learning activities either in class or in the library. Students should not be in any unsupervised areas. Students are NOT ALLOWED to be in the following locations during the school day (Regular school day 7:30 a.m. to 3:35 p.m.):

- All areas of the Basement (except for students with specific Band classes)
- Chapel (except during prayer time, scheduled liturgies, or by request)
- Cars, parking areas, or parking lots
- Athletic fields, gym locker rooms, and the gym, except during PE class
- Cafeteria, except during lunch periods
- Beyond the Grotto (except while supervised by a teacher)
- Behind the main building or Chapel
- Elevator (except with written permission from the Dean of Student Affairs)
- Teacher workrooms

After 3:45, students are NOT PERMITTED in the following locations:

- All areas of the Basement
- Chapel
- Cars, parking areas, or parking lots
- Athletic fields, gym locker rooms, and the gym (with the exception of student athletes who are in season play)
- Cafeteria
- Beyond the Grotto
- Behind the main building or Chapel
- Elevator
- Teacher workrooms

Any student found in any of these listed areas without written permission from a teacher is subject to disciplinary action.

15.9. Library

The Library at St. Anthony Catholic High School is one of the main academic centers for independent study and research. It is open every day before and after school, unless notice is given. The regular hours are from 7:30 a.m. to 4:00 p.m. Students will maintain a quiet atmosphere while they are using library materials.

The main activity in the library should be school assignments, collaboration and research. Students are asked to observe the following rules:

- Keep all food and drink outside the library.
- If visiting the library during instructional time, students must have a pass and permission from their instructional teacher to use the library.
- Students must check in and check out of the library during school hours.
- Keep voices low and conversation to a minimum.
- Respect library property.

- Clean up after yourself and leave the space ready for others.
- Adhere to instructions given by the librarian, classroom teacher, or any other staff member.
- Per UIW and Acceptable Use policy, no games, video streaming or social networking will be permitted.
- Vandalism of library materials is not tolerated and will be reported to the Dean of Student Affairs.
- Failure to check out any library materials is considered theft and is a violation of the Student Code of Conduct.
- Enter and exit the library from the front glass library doors

Circulation Policies:

Checkouts are limited to 5 titles; this includes books, e-books, DVDs, and magazines. Loan periods are three weeks for all items. Replacement costs will be charged for materials lost or damaged. Overdue notices are sent to student school email accounts. Prior to the due date, a student may renew a book by logging onto her library account.

Desktops/networks/printer/copier:

The library has computers for research, and wireless access is available throughout the library and the school. A copy machine is available for student use; students will need their ID cards to access the printer functions.

Further information and announcements regarding the library can be found at <http://www.sachs.org>.

15.10. Lockers

A locker and combination Master® lock is assigned to each student at the beginning of their freshman year. Students who transfer to SACHS will be assigned a locker and a lock upon their arrival (subject to availability). Lockers and locks are owned by the school and, therefore, the administration reserves the right to open and inspect lockers at any time. Students are not allowed to share lockers. Students should not give their locker combinations to anyone. SACHS is NOT responsible for loss, damage or theft for items placed in lockers. Seniors are required to return the combination Master® lock as part of the senior check-out or withdrawal process. Any lock that is not returned at the end of each school year will be charged a replacement fee. If a student's lock is lost, damaged or stolen, the student will be charged a \$15.00 replacement fee. All lockers must be kept clean, neat and locked at all times. Anything left in a student's locker after the last regular day of school becomes property of SACHS. Lockers in the athletic locker room are assigned as needed by the Athletic Director and students will provide their own lock.

15.11. Lunch and Food/Beverage Restrictions

During lunch, students report to the cafeteria or the outside designated picnic bench area immediately when their designated lunch begins and remain there until dismissed by the monitor(s).

Students are expected to respect and care for our school by ensuring that all lunch areas are cleaned prior to leaving. Students found in designated eating areas outside their scheduled lunch time will be considered truant.

Food and beverages are permitted only in the cafeteria and picnic area outside the main building. Students are not permitted to consume food or beverages other than water in classrooms, hallways, or other school areas.

Lunch deliveries (Uber Eats, Door Dash, etc.) are NOT permitted and will not be accepted in the front office. Students will not be permitted to meet vehicles outside for deliveries of any kind. Parents/Guardians may drop off food to their child but **MUST** sign in and leave the food at the receptionist's desk. Student violations will be subjected to disciplinary action, as deemed appropriate by the administration.

16. Student Engagement

16.1. Campus and Community Liturgies

There will be 2 community liturgies (Sunday) as scheduled in the school calendar. Students are encouraged to attend the special community liturgies. Each student must sign in upon arrival to verify his or her attendance. Students receive one community service hour for each community liturgy attended.

- Male and female “dress” uniforms are mandatory for the weekly school liturgies
- Sunday best is expected for the Sunday Community liturgies.
- Students are required to attend the weekly liturgies and other assemblies scheduled during the school day.

16.2. Campus Ministry/Retreats

Campus Ministry is a ministry organization that involves the entire faith community of the school. While the primary focus is on the student, the personal growth of each person in the school contributes to the goal of promoting and living a faith community.

Components of Campus Ministry:

- Liturgy and worship serve the purpose of enabling students to be involved in meaningful liturgical and prayer events.
- Retreats are an opportunity for the students to acquire a deeper understanding of themselves, their relationships with one another and with their God. As we continue to strengthen our dedication to Catholic education, attendance at the scheduled school class level retreat day is mandatory.
- Seniors must attend the both the senior retreat in the fall and the one day retreat in the spring. Failure to attend may result in the student's diploma being withheld pending the completion of 10 additional service hours as an alternative to missing the retreat. These hours must be coordinated with and approved by the Director of Mission & Ministry.

16.3. Field Trips and Travel for Athletic Events

Field trips are privileges not rights. Participation may be denied for academic, attendance, or disciplinary reasons. All student rosters for field trips are reviewed for academic and behavioral issues prior to the trip.

The Principal approves all school-sponsored student outings. Approval will be based on these considerations:

- Relationship of the nature and purpose of the trip to the mission, philosophy and goals of the school and the educational objectives of the subject.

- Appropriateness of the trip for the age and maturity level of the students.
- Ability of the parents/guardians to pay for the trip while meeting all other school financial obligations.
- Ability of the school to provide adequate supervision by qualified adults.

Any student who intends to be a participant or spectator at an event for which the school provides transportation will be expected to follow the guidelines listed below:

1. Conduct, language and attitude on the bus and at the site of event will reflect courtesy and an awareness of the rights and dignity of others.
2. School songs and cheers are welcome when the occasion is appropriate.
3. Students will be assigned to buses. A student who rides to an event on a school bus will ride the same bus back to school.
4. Dress on the bus will be the same, as that required at school unless the principal directs otherwise.
5. Students who are absent more than a half day from school on the day of the event will not be allowed to participate. The Dean of Student Affairs must approve exceptions.

Sponsors will provide students and parents with a written agenda of the trip which shall include:

1. place, date, and time of departure and return;
2. method of transportation;
3. contact information for supervisors of overnight accommodations if the event involves more than one day;
4. list of items which will be needed by the student while on the trip;
5. schedule of events students will attend or participate in while on the trip.

Sponsors shall verify that each student has submitted a permission form signed by the parent or guardian prior to leaving on the trip. If the parent refuses to give permission, the student will not be able to participate. Sponsors and chaperones shall support and enforce the rules and regulations as outlined in the student handbook.

Any student who is a participant or spectator in any competition or who performs a program as a representative of a St. Anthony Catholic High School (including practice, competition, travel to and from the event, or other related activities) who displays conduct which is disruptive or detrimental to the program or in conflict with the school Code of Conduct will be subject to immediate withdrawal from the program for the remainder of the school year and/or expulsion from school. Behaviors include, but are not limited to, being in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs or other prohibited substances or paraphernalia of any kind; attempting to sell, distribute, or use said prohibited items while at school, at a school facility, at a school-sponsored activity, or on the school bus.

16.4. Clubs and Organizations

St. Anthony Catholic High School offers a variety of clubs and organizations which support the mission of the school. Students are highly encouraged to participate in student clubs and organizations to build leadership skills, engage in service, and connect with other like-minded students in a positive, enriching way. All clubs and organizations operate with the approval of administration and are headed by a teacher sponsor. Participating students represent SACHS and are called to uphold the student code of conduct (refer to section 11.1 Standards of Student

Conduct). Violations to the student code of conduct may jeopardize a student's ability to participate in club and organization activities.

Student council and honor societies such as the National Honor Society or Mu Alpha Theta, have eligibility requirements that uphold high standards of academics, attendance, and behavior. Contact the Dean of Students for detailed eligibility information.

17. Athletics

17.1. Athletic Philosophy

The purpose of athletics at St. Anthony Catholic High School is to provide a Christ centered competitive athletic program that will encourage the development of student athletes while building character and developing community. The student athletes' learning and development will be the focus, not only in athletics, but throughout all aspects of the SACHS experience. Our student athletes have an opportunity to challenge themselves through sport, cultivating teamwork, self-discipline, and athletic skills, and achieving growth as leaders and citizens in their community.

17.2. Athletic Dress Code

The St. Anthony Athletic Dress Code is decided on by the Athletic Director in conjunction with the programs' coaches. Athletes must be in the proper school attire for all workouts, practices, and games. Our student-athletes are expected to wear their respective uniform with pride and dignity and in a presentable fashion. All uniform changes must be done in their respective locker rooms. Student-Athletes are required to dress in school uniform on game day, unless an exception has been made by administration. Failure to follow these rules will result in consequences to be determined by administration.

All student athletes that use compressed shorts for their respected sport are allowed to use them during practice time and in the facility in which they are practicing. When practice ends, athletes may not leave the practice facility in compression shorts; athletes must cover the compression shorts with warm up pants, joggers, or a pair of athletic shorts. Students will not be allowed to walk the campus (fields, covered parking, picnic area) or enter the school building in compressed shorts.

17.3. Eligibility – TAPPS

All athletic competitions are organized by the Athletic Department and coaches.

Eligibility Periods: Grade checks for academic eligibility will be done at each progress report period as well each 9-week report card period. If a student is failing one or more classes at progress reports, they will be ineligible until deemed cleared(passing) by the teacher(s), administration, and Athletic Director. Students who are ineligible at the progress report period may practice with the team with the coach's approval. Ineligible students are not permitted to participate in games.

If a student is failing one or more classes at the time report cards are issued, the student will be immediately ineligible for the following: 1) to participate in games, 2) to travel with the team, and 3) the student may not sit on the sidelines with the team for a minimum of two weeks. The student may return to full participation in TAPPS activities if the student is in good academic standing after the two-week period. Students who are ineligible at the report card period may

continue to practice with the team with the coach's approval. Ineligible students are not permitted to participate in games. If after the two-week period the student remains ineligible, that student may not participate in games until the next grading period.

A student is eligible to participate in athletics if:

- A student has not reached 19 years of age prior to September 1 of the current school year.
- A student has initially enrolled in the ninth grade not more than four years nor in tenth grade not more than three years ago. A student may participate in contests during a normal program of high school courses over a period of four consecutive calendar years after the student first enrolls in the ninth grade.
- A student has not graduated from high school or other school of equal or higher status.
- A student is a full time, day student at the member school.
- A student has not received money or gifts or valuable consideration for participating in any sport or contest.
- A student has not been induced for athletic purposes.

Any student ejected by an official from any contest will be suspended from further competition pending a review of the facts and circumstances. The Athletic Director will prescribe the appropriate corrective action that is needed and will inform the head coach athlete, and the parents personally of the duration and the condition of the correction

Athletic Study Hall/Tutoring

Student athletes with one or more classes under 70% are required to attend study hall/tutoring until a subsequent eligibility check shows all grades passing.

17.4. Expected Behavior and Yellow Jacket Sportsmanship

All supporters, students and adults should model that is reflective of the core values at practices and games. Opponents, officials and ALL spectators should be treated with respect and dignity.

St. Anthony will not tolerate any spectator, either student or adult, whose behavior is disrespectful towards players, officials, coaches, or other spectators. The assigned game administrator will take appropriate action for behavior considered to be disruptive or unacceptable in any manner, which may include removal from the event or restriction from such functions for the duration of the season.

Athletic competition at St. Anthony and host venues has always been a source of pride in our community. We are guided by the following Christian ideals to support Yellow Jacket Sportsmanship:

THE PLAYERS

- Play with Pride and Poise
- Win without boasting, lose without excuses, and NEVER quit
- Respect officials and accept their decisions without question
- ALWAYS represent St. Anthony and its community
- Fully respect and support one's teammates and coaches
- Display a Catholic Christian attitude by competing for and through God

THE COACHES

- Inspire in their players a love for the game and a desire to win as a team
- Exemplify sportsmanship and respect for all

- Make all players feel just as important as the others
- Maintain professionalism
- Demonstrate a sense of pride when representing St. Anthony Catholic High School

THE PARENTS

- Cheer and support the team in a positive manner
- Support the coach and efforts made by the school to provide quality athletic competition
- Teach responsibility for practice attendance and consistent effort
- Emphasize the lessons learned in both winning and losing
- Exemplify sportsmanship and respect for officials
- Do not question the coaches' decisions
- Understand that playing time is at the discretion of the coaches and that being part of an athletic team is a privilege

Parents are not to bring up issues after contests, practices or in front of other parents, spectators, or students. Parents may schedule a meeting with a coach or the Athletic Director to discuss any issues they may have.

17.5. Athletic Participation Requirements

The following forms are to be completed and returned to the athletic department **before** the athlete will be able to participate in athletic practice or competition:

- *Medical Release Form*
- *Current Physical Examination – must be signed and dated by physician*
- Uniform/Equipment Contract
- Signed Student Athlete Handbook Receipt & Acknowledgement Form
- *Copy of Medical Insurance*

Note: Italicized forms can be filled out and/or uploaded in Rank One

17.6. Fields

All playing fields are intended for the use of currently enrolled students and faculty for sports practices and games. Use of athletic fields by outside parties requires that a facility use agreement be in place and scheduling is coordinated with the Athletic Director. Other requests for use of the fields will be accommodated on an individual, case-by-case basis, as scheduling and availability permit. St. Anthony Athletic Administration approval is required.

17.7. Wellness Center/Locker Room

The weight room is intended only for the use of currently enrolled students and faculty. **Students can only use the weight room when a coach is present.** For safety, a minimum of two students is required for the use of the weight room. Users must agree to the following rules:

- Never lift weights without a coach present
- Absolutely no horseplay at any time
- Students must wear proper lifting clothes and shoes
- No hats, earrings, jewelry, sandals, open-toe shoes, boots or cleats may be worn in the weight room
- No food or gum is allowed
- A spotter must be used at all free-weight stations
- A collar or clip is required when using free weights

- Do not slam the weights on any weight rack or floor
- Students are not allowed to lounge in the weight room. It is for training only.
- Report any and all injuries immediately to the supervising coach
- Improper language and/or behavior will not be tolerated

Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weight rooms, showers, restrooms, or other areas where there is an expectation of privacy.

Athletes may only use the lockers assigned by the Athletic Department and coaches. Students are expected to secure all of their clothes and personal items in a locked locker. The school is not responsible for missing or stolen items. In addition, students are expected to keep the locker rooms cleaned. Any vandalism, fighting, or other inappropriate behavior in the locker room will be dealt with in accordance with St. Anthony Catholic High School's discipline policy.

Abuse of any rules may result in forfeiture of use privileges.

17.8. Training and Participation Rules

These rules, in addition to all school rules of conduct, shall apply at all times to any student participating on an athletic team. It is the responsibility of each coach, parent, and student to strictly and consistently enforce the following rules:

- The use of any illegal drug, alcohol, tobacco, or vape in any form is prohibited and can result in immediate removal from team.
- All inappropriate social media interaction/posts can result in athletic consequences up to removal from team.
- Students are expected to attend all practices and games.
- Students are required to coordinate with teachers in advance for absences due to athletic competition and are required to submit all work assigned prior to the absence.

17.9. International Students and Athletics

International students transferring to St. Anthony after 9th grade will be subject to a one-year ineligibility period to play varsity sports, per TAPPS regulations. International students will be subject to all TAPPS requirements. This rule also applies to domestic or international students not living at home.

18. Miscellaneous

18.1. Asbestos Notice

As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E, St. Anthony Catholic High School hereby notifies parents, guardians, and managing conservators of students, that an Asbestos Management Plan is available for review in the administrative office of schools constructed before October 12, 1988. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified re-inspections are conducted every three years. A dated copy of this notice is maintained as part of the Management Plan.

18.2. Homework Center

Any student remaining on campus after 3:30 p.m. will report to the Homework Center in the library. Students are expected to use Homework Center time to complete assignments, readings and study. The Homework Center is a designated quiet study area. Faculty members and administrators will assist in the supervision of the Homework Center. Students must sign in and out of the Homework Center.

18.3. Lost and Found

All students are expected to keep their belongings inside their locker or backpack. St. Anthony Catholic High School is not responsible for lost or stolen property. Articles left in the classrooms, hall or other school areas will be taken to the Receptionist. Students are reminded to label their books, uniforms, and personal property. Students are encouraged NOT to bring large amounts of money and/or other valuable articles to school. We do not replace or compensate for the loss of or damage to personal property.

18.4. Parents as Partners

All members of the St. Anthony Catholic High School community, including parents and family members, are expected to comply with all rules and policies while on campus and in communications with the school. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school. Any community member's failure to meet these expectations detracts from the school's mission of our Catholic schools and may jeopardize a student's continued participation in the school community.

18.5. Parent Involvement

The St. Anthony Catholic High School Parent Teacher Club (PTC) is an organization that enables the parents to become actively involved in their student's high school years. The PTC actively supports the school and the various student clubs and organizations. PTC membership dues are due by final registration. All teachers and parents are members of the PTC.

18.6. School Website

SACHS maintains a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

18.7. Severe Weather

In the event of severe weather conditions, announcements concerning school closing, late start, or early dismissal will be made on local radio stations. Announcements are made for SACHS, independent of other public and private schools. We encourage everyone to sign up for the RAVE alert system through the University of the Incarnate Word.

18.8. Student Photographs and Interviews

Students' photographs and interviews may not be taken or used without written parental and administrative permission.

****St. Anthony Catholic High School reserves the right to amend policies and procedures at any time***

Parent/Student Handbook Acknowledgement Form

Parents of St. Anthony Catholic High School students are asked to support SACHS mission, to acquaint themselves with, and follow the school's policies and procedures. The Parent/Student Handbook, as found on the SACHS website (<http://www.sachs.org/>), outlines the mission, policies and procedures, rules, regulations, and practices of St. Anthony Catholic High School. We ask that you review the Parent/Student Handbook carefully.

A form should be filled out for each child for his/her record. If you need another copy of the form, it can be downloaded it from the SACHS website.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name) _____ hereby confirm that I have access to or have received a copy of the 2024-2025 St. Anthony Catholic High School Parent/Student Handbook, and further understand: the responsibilities expected of St. Anthony Catholic High School parents and students; the policies, procedures, rules, regulations and practices as stated in the parent/student handbook; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2024-2025 St. Anthony Catholic High School Parent/Student Handbook.

Student Printed Name:

Date:

Student Signature:

Date:

Parent/Guardian Printed Name:

Date:

Parent/Guardian Signature:

Date:

Academic Calendar



2024-2025 ACADEMIC CALENDAR

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1- Buzz Camp
- 14- 1st day of school
- 25- Community Liturgy
- 28- Meet the Teacher
- 30- Early Release

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1- School Holiday
- 15- Q2 Progress Reports sent
- 25-29- Thanksgiving Holidays

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 7- Q3 Progress Reports sent; Early Release
- 17- Presidents' Day- School Holiday

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2- Battle of Flowers- School Holiday
- 5 – 9- Teacher Appreciation Week
- 16 – 21- Seniors only- finals & early release
- 23- Baccalaureate Mass, 6 PM
- 24- Graduation, 10 AM
- 26- Memorial Day- School Holiday
- 27 – 30- 9th-11th grade finals & early release
- 30- Last Day of School, End Q4

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2- Labor Day- School Holiday
- 13- Q1 Progress Reports sent
- 20- Early Release

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 17-20- Semester Exams; Early Release
- 20- End Q2
- 23-31- Christmas Holidays

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 5- Ash Wednesday
- 7- Early Release; End Q3
- 10-14- Spring Break
- 17- Beg Q4
- 18- Q3 Report cards sent

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 4- Early Release
- 18- Early Release; End Q1
- 21- Beg Q2
- 22- Report Cards sent
- 31- Early Release

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 New Year's Holidays
- 6- Classes resume; Beg Q3
- 7- Q2 Report cards sent
- 17- Early Release
- 20- MLK, Jr. Day- School Holiday
- 26 – 2/1- Catholic Schools Week

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 17- Holy Thursday- Early Release
- 18- Good Friday- School Holiday
- 21- Easter Monday- School Holiday

- LEGEND**
- School Holiday
 - Early Release
 - Beg/End Grading Period
 - I** Inclement Weather Make-up Day

- SCHOOL START AND END TIMES: 8:00 AM – 3:05 PM**
- Doors open at 7:30 AM
 - Homework Center: 3:05 PM – 5:00 PM
- EARLY RELEASE- 12:00 PM**
- No lunch or Homework Center provided

