

# St. Anthony High School

*Academic and Athletic Excellence*

2016 - 17

Student/Parent Handbook

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## NON-DISCRIMINATION POLICY

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St. Anthony High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the School. St. Anthony High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.

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## PURPOSE AND USE OF HANDBOOK

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This Handbook exists to foster the efficient operation of St. Anthony High School. To meet this objective, the school administration is given flexibility and the right to exercise discretion. In appropriate circumstances, the administration has the authority to take actions other than those specified in the Handbook.

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## AMENDMENTS TO HANDBOOK

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This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

\*\* PLEASE UPDATE OUR FILES WITH YOUR NEW CONTACT INFORMATION:

St. Anthony High School will communicate with all parents/guardians regularly via mail, email, and phone calling. Parents should keep the school informed of changes in address, email addresses, and phone numbers. In cases of emergency, it is critical that the school office always have current address and phone numbers.

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## ACCREDITATION

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St. Anthony High is accredited for Grades 9 through 12 by the Middle States Commission on Secondary Schools. The Middle States Commission explains that "An 'Accredited' institution is an educational organization that meets all MSA Standards for Accreditation, adheres to applicable MSA policies, and meets the requirements of the self-study protocol used. The institution agrees to adhere to the requirements for maintenance of accreditation, and there are no outstanding issues related to the Standards or requirements of the protocol that would require monitoring of on-site visits beyond the normal expected events required by the protocol utilized."

## Vision Statement

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Students at St. Anthony High School, a Roman Catholic secondary school, acquire self-discipline, study skills, human relations skills, self-confidence, an understanding of Catholic values and a comprehensive foundation in academics. St. Anthony graduates become positive and contributing alumni and members of society.

St. Anthony High School strives to be a secondary school of choice, regardless of ability to pay, for students from Hudson County and surrounding areas. Its academic programs are designed for students who achieve in honors and advanced placement, for students who find success in traditional college preparatory courses and for students who, in the past, have had difficulty reaching success in school. Teachers, counselors, support staff and administrators are expected to be effective, sensitive, compassionate, and committed to students and to Catholic education.

Student life and growth shall be enhanced through an active Campus Ministry, community service, a variety of clubs and activities as well as extra-curricular offerings that include (but are not limited to) varsity and intra-mural athletics, and performing arts.

To provide for the academic, personal and spiritual development of its students, St. Anthony seeks to acquire the necessary facilities, equipment, technology and supplies using cost efficient strategies. St. Anthony seeks an endowment that will provide for a minimum of twenty-five percent of its annual operating costs.

Adopted by the Board of Trustees, August 25, 2009

## Mission Statement

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St. Anthony High School fosters a Catholic Christian, academic community, by promoting the concept of "Friar Family" in which each student and each teacher is a contributing member. It aims to achieve this mission through the following goals:

- Accepting each student's religious affiliation and teaching and providing worship opportunities in the Catholic tradition;
- Recognizing the varied intellectual needs and abilities of each student and providing a quality education for academic and occupational choices;
- Creating an attitude of responsible involvement by advocating a sense of civic pride and instilling a respect for the dignity, rights and property of others;
- Articulating the student's appreciation of truth and beauty by demonstrating its meaning in a balanced curriculum;
- Advancing the opportunity for physical development by demanding sportsmanship, self-discipline and respect through athletics and physical education.

## History of the School

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Aware of the lack of Catholic educational facilities on the secondary level for the youth of St. Anthony Parish and neighboring parishes, the late Rev. Leo P. Hak, Pastor, founded St. Anthony High School in September 1952. Until the 1992-93 academic year, the pastor of St. Anthony Parish was the executive director of the high school. During that year the school became a private high school and its governance was designated to be administered by the following officials in the Archdiocese of Newark and their respective successors in office: The Archbishop of Newark, The Vicar General, the Vicar of Education, and one priest of the Archdiocese of Newark. These comprise the Members of the Corporate Board, who have appointed a Board of Trustees. The Board of Trustees presently consists of twenty- one members. The members of this board assume responsibility for St. Anthony High School.

On a day-to-day basis, the school is conducted by the Felician Sisters. The faculty aims to educate the boys and girls entrusted to it according to the Catholic philosophy of life by the development of human and Christian values that will enable them to take their places in the community as intelligent, spiritually vigorous, cultured, vocationally prepared, and social minded Americans.

## Seal, Mascot, Colors, Motto

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### School Seal

A torch on an open book signifies learning; the stigmatized hand of St. Francis on the Immaculate Heart of Mary symbolizes the teaching community of the school; and the lilies are symbolic of St. Anthony, the school patron.



### School Mascot / The Friar



### School Colors

Maroon & Gold

### School Motto

*Deus In Omnibus – God In Everything*

## Academics

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**Academic success** at St. Anthony High School is defined in terms of each student attaining the highest possible grades in keeping with his/her own talents and level of ability. Respectable grades are the product of hard work and careful study habits. They are reflective of self-discipline and an inner desire to achieve on the part of the student.

A student interested in achieving will attend school regularly, be prompt to class, and be attentive and cooperative in terms of working with the teachers and fellow students. Success in the classroom depends upon attentiveness, completion of all assignments and active classroom participation.

Next to being at school on time and every day, the keys to success in life are further developed in high school by the day to day routines of getting school work done as soon as possible after it is assigned. To gain the reputation of a student who gets his/her work done, your son/daughter has to maintain a daily routine of study.

Students who participate in sports know that to be successful they must practice and practice every day. To practice every day, athletes follow a schedule. They know when their practices are because their practices are established ahead of time. The same type of scheduling will bring each student success in school. Your son/daughter needs to have a set schedule for the time and location for studying. This schedule should be set for every day of the week and maintained vigorously. The schedule for studying must become a routine that your son/daughter is required to maintain. Doing so will result in a student in his/her senior year who has acquired the kind of grades that make him/her an attractive candidate for college.

## Daily Schedule

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Period 1	8:20 - 9:06 a.m.
Morning Assembly	9:09 - 9:23 a.m.
Period 2	9:26 - 10:12 a.m.
Period 3	10:15 - 11:01 a.m.
Period 4A	11:04 - 11:27 a.m.
Period 4B	11:30 - 11:53 a.m.
Period 4C	11:56 - 12:19 p.m.
Period 5	12:22 - 1:08 p.m.
Period 6	1:11 - 1:57 p.m.
Period 7	2:00 - 2:46 p.m.

# Classification Requirements

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In order to receive a St. Anthony High School diploma, a student must successfully complete 128 credits that include:

- 4 years of English
- 4 years of Mathematics
- 2 years of U.S. History
- 2 years of Lab Sciences
- 2 years of a foreign language
- 4 years of Religious Education
- Health and Safety Courses
- Elective Courses
- Successful completion of the required amount of Community Service hours.  
*Present Students – 9th and 10th*
- Passed all subjects in Senior year
- Returned all state textbooks or the monetary equivalent to the school.
- Met all financial obligations including tuition and fees.
- Met all attendance requirements.

# Course Offerings

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## Grade 9

### Required Courses

Religion I  
 English I - English I Honors  
 Pre-Algebra - Algebra I  
 Physical Science  
 Biology  
 World Cultures  
 Spanish I  
 Reading  
 Physical Education  
 Health

## Grade 10

### Required Courses

Religion II  
 English II - English Honors II  
 Algebra I  
 Geometry - Geometry Honors  
 Biology - Biology Honors  
 U.S. History I  
 Language Arts  
 Spanish I & II  
 First Aid - Drivers Education  
 Physical Education



# Course Offerings

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## Grade 11

### Required Courses

Religion III  
 Algebra II - Algebra II Honors  
 Chemistry - Chemistry Honors  
 Geometry  
 English III - English Honors III  
 U.S. History II  
 STEM - Robotics

### Elective Courses

AP Chemistry  
 AP History  
 AP Literature & Composition  
 Earth Science  
 Journalism  
 Political Science  
 Sociology  
 Sports - Fitness

## Grade 12

### Required Courses

Religion IV  
 English IV- English IV Honors  
 Pre-Calculus - Calculus  
 Algebra II - Algebra II Honors  
 Psychology  
 Contemporary World

### Elective Courses

Art/Design  
 AP Literature & Composition  
 African American History  
 Documentary Film  
 Independent Study  
 Journalism II  
 Engineering  
 Public Speaking  
 Mythology  
 Philosophy  
 AP Chemistry  
 AP History  
 Physics  
 Political Science  
 Sociology  
 STEM - Robotics

# GRADING POLICY & PROCEDURES

## Grading Scale

<b>A</b>	(93 - 100)	<b>C</b>	(73 - 79)
<b>A-</b>	(90 - 92)	<b>D</b>	(70 - 72)
<b>B</b>	(83 - 89)	<b>F</b>	(below 70)
<b>B-</b>	(79 - 82)	<b>P</b>	(Pass)

## Grading

Students receive numerical grades on report cards as described above. All teachers grade according to Grading for 1st and 2nd Semester are as follows:

<u>1st Semester Grade</u>		<u>2nd Semester Grade</u>	
First Marking Period	40%	Third Marking Period	40%
Second Marking Period	40%	Fourth Marking Period	40%
Midterm Exam	20%	Final Exam	20%

The final grade will be calculated by getting the average of the semester grades.

**If a student misses a mid-term or final exam, they will be allowed to makeup the exam on the scheduled makeup date and time only if they have a doctor's certificate documenting reasons for their absence.**

**If a student does not show up to make up their mid-term or final exam on the scheduled makeup date and time, they will receive a grade of "0" for their mid-term or final exam.**

**NO EXCEPTIONS WILL BE MADE!**

## Valedictorian / Salutatorian

The graduating senior who has attended St. Anthony High School for all four years, is a member of the National Honor Society, and has the highest Grade Point Average will be named the Valedictorian of the graduating class.

The graduating senior who has attended St. Anthony High School for all four years, is a member of the National Honor Society, and has the second highest Grade Point Average of the graduating seniors will be named the salutatorian of the graduating class.

## Honor Roll

Distinguished Honors	=	90 % or higher in every subject
First Honors	=	85 % or higher in every subject
Second Honors	=	80 % or higher in every subject

# The Renaissance Program

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The Renaissance Program is a powerful, innovative program designed to promote and recognize academic achievement among the students. The school sets academic standards for students and recognizes continuous academic achievement and behavior.

Students who improve and excel receive recognition and privileges identified by awarding students with diamond cards, gold cards and maroon cards.

The following criteria detail each of the cards:

## The Diamond Card

*Eligibility:* Seniors Only

*Requirements:* Students must earn a 93 or above in academic grades during the second semester in addition to:

- Having perfect attendance (one day allowed for possible sickness)
- Being on time for school and all classes (one tardy allowed for an unforeseen circumstance)

*Benefits:* Principal's Certificate of Commendation

- Exemption from examinations in which the student has a classroom average of 93 or above.

## The Gold Card

*Eligibility:* Seniors, Juniors, Sophomores, Freshmen

*Requirements:* Students must earn a 90 or above in all academic grades in addition to:

- Having perfect attendance (one day allowed for possible sickness)
- Being on time for school and all classes (one tardy allowed for an unforeseen circumstance)

*Benefits:* Principal's Certificate of Commendation

- Exemption from one examination of the student's choice

## The Maroon Card

*Eligibility:* Seniors, Juniors, Sophomores, Freshmen

*Requirements:* Students must earn an 85 or above in all academic grades in addition to:

- Having perfect attendance (one day allowed for possible sickness)
- Being on time for school and all classes (one tardy allowed for an unforeseen circumstance)

*Benefits:* Principal's Certificate of Commendation

## Records & Transcripts

A parent/guardian may by appointment with the academic dean view his/her student's academic record, academic standardized test results and health records.

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcript from the sending school.

*\* Transcripts that accompany college applications or scholarship applications are processed by the School and not given to the student.*

## Parental Rights to Student Records

St. Anthony High School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

## Academic Integrity Policy

St. Anthony High School strives to establish a learning atmosphere that actively fosters academic integrity. All members of the learning community (staff, parents, students) should understand that academic integrity is an integral component of the learning process.

Academic dishonesty is defined as any action intended to obtain credit for work that is not one's own. Such actions may include but are not limited to the following:

1. Submitting another student's work as one's own work.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Providing test questions or answers to a member of a later class, or getting test questions or answers from a member of an earlier class.
4. Copying from another student's test, or allowing another student to copy during a test.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting as one's own material copied without adequate documentation from a published source).
7. Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given.
8. Permitting another student to copy, or to write another student's homework, project, report, paper or test.

If a staff member suspects a student of academic dishonesty, a conference (between the staff member and the student) regarding the problem should take place. If a staff member observes academic dishonesty, a zero will be assigned for the particular work, and an alternative assignment will not be assigned. The staff member must notify the parent of the incident. The staff member should also notify the class dean and the vice-principal.

## Progress Reports

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Each academic year is divided into four nine-week quarters (excluding vacations and school holidays). After the first four weeks of each quarter, progress reports are mailed home for students who are earning a D or F in a course. The progress reports indicate a current course grade and comments about the student's performance and behavior in each course.

## Report Cards

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Report cards are issued four times during the school year - in November, February, March, and June. In November and February, parent-teacher conferences are scheduled. All parents must pick up the report cards at school. At all times, parents are encouraged to call and make appointments to meet with their child's teachers.

## Academic Probation

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Academic Probation is a temporary trial period during which a student who is failing courses is given the opportunity to meet the minimal academic standards of Saint Anthony High School.

### **Determinants of Academic Probation:**

A student will be placed on probation for:

- a) A failure in two or more subjects at the conclusion of a marking period.
- b) A grade that is marked as "Incomplete" in two or more subjects at the conclusion of a marking period or a combination of an incomplete and a failure at the conclusion of a marking period.

### **Terms of Probation:**

A student on academic probation is required to participate in remedial classes or tutoring before or after school as determined by the teacher of the subject(s) failed or by the school administration. Students not attending the remedial or tutoring classes will subject themselves to immediate dismissal from St. Anthony High School.

## Mid-term Failures

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Report cards are issued four times during the school year - in November, February, March, and June. In November and February, parent-teacher conferences are scheduled. All parents must pick up the report cards at school. At all times, parents are encouraged to call and make appointments to meet with their child's teachers.

- A student failing three or more classes after the first semester will be asked to transfer to another school.
- A student missing 15 or more days of school after the first semester will be asked to transfer to another school.

## End-of-Year Failures

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- A. Unless there are extenuating circumstances, a student failing three or more subjects at the end of the school year in June will be required to transfer to another school.
- B. If a student fails one or two subjects at the end of the school year, he/she must attend summer school. (A student who does not complete satisfactorily the summer school attendance requirements may not be accepted back to Saint Anthony High School.)
- C. If a student fails two courses in summer school, he/she will not be admitted back to Saint Anthony High School.
- D. If a student fails one course in summer school, he/she may be accepted back to Saint Anthony High School and placed on academic probation, at the discretion of the school administration.

## Home Instruction

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In the event of serious illness or injury, a doctor may prescribe home instruction for a student. This is put into effect in consultation with the student's academic dean and the Board of Education of Jersey City. A final grade received from the teacher of home instruction is recorded as a passing (70) or failing (65) grade on the student's permanent record.

## Participation in Extra-Curricular Activities

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Failure in three or more subjects for a marking period makes a student ineligible for participation in extracurricular activities, with no reinstatement possible, until the next report card is issued.

A failure in two subjects for a marking period allows a student to be eligible for participation in extracurricular activities for two weeks.

If an evaluation by the administration two weeks into the marking period indicates that substantial progress has been made in all subjects, the student may continue to participate. If a student is not making substantial progress after two weeks, he/she will remain on probation for the entire marking period and be ineligible for participation in extracurricular activities.

## Summer School

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Any student that fails one or more courses must be remediated in the St. Anthony Summer School unless prior arrangements have been made with the Principal. St. Anthony's Summer School provides an opportunity for students to make up deficiencies and seek enrichment. Additional information (attendance, dates, and cost) will be made available to parents/guardians in the spring.

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# GENERAL INFORMATION

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## Financial Obligations

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By enrolling a student at St. Anthony High School, parents assume responsibility to pay tuition, and school fees. Payment is made in one of the plans as outlined in the financial agreement.

St. Anthony's school fee and tuition are combined so as to ease the financial burden in the beginning of the school year. Therefore, it is essential that each payment be made on time, according to the dates stipulated on your financial agreement. If financial payments are not up to date, the administration reserves the right to exclude your child from school until payments are up-to-date.

No student will be permitted to take examinations unless all financial payments are up-to-date. All fees that are to be paid to the school are to be in money order, bank check, cash or credit card payment.

**No personal checks will be accepted.**

Failure to take an exam within thirty days of its scheduled administration due to non-payment of tuition or fees will result in a "0" on the final exam.

All students involved in extracurricular sports are expected to sell raffle tickets supporting their activity or pay an athletic fee for the sport in which they wish to participate.

The \$600 School Fee included in tuition covers testing programs, textbooks and workbook fees, lab fees, student accident insurance, and other items that the student is given during the year. In the event of a student transfer, this is a non-refundable fee.

## Admission / Regular Students

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An application for admission is available online at [www.stanthonyhighschool.org](http://www.stanthonyhighschool.org)

Ninth graders are admitted to St. Anthony High School based on the following:

- Evaluation of the sixth, seventh, and eighth grade transcripts
- Successful completion of the eighth grade
- The taking of the Archdiocesan entrance examination
- Evaluation of the written Application
- An interview may also be required

## Probationary Admission of Transfer Students

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Transfer students accepted into St. Anthony may be admitted on probation. These students are granted one semester to demonstrate their ability to meet St. Anthony High School standards.

## Physical Education Requirement

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All students entering the freshman and junior years are required to have a completed physical examination. All students participating in sports programs are not eligible to participate until a current physical examination is on file with the school nurse.

## Student Accident Insurance

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Every child at St. Anthony High School is covered by accident insurance. However, the parents must first submit any claims to their own insurance company.

The insurance is a **secondary** insurance that picks up bills that the parent's first insurance doesn't pay. However, if a parent has no insurance, this insurance becomes primary. Be aware that it will only make **partial** payment.

Coverage includes injury during school hours on school days and injury during school - sponsored activities. In the event of an accident, a student must pick up the necessary forms from the Athletic Office.

It is the **parent's responsibility** to file these forms.

## Student Network Use Procedures & Guidelines

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The use of computer service at St. Anthony High School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computer and information services, such as the Internet, at all times. Network and computer services include: use of personal and school computers and peripherals, use of the Internet, use of campus mail and use of all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

St. Anthony High School's Rules of Conduct applies to information services in very particular ways:

- Students may use only their password.
- Students may not configure or tamper with the network system in any way or attempt to access or alter files without proper authority.
- Students may not unlawfully copy software information.
- Students may not use illegal software.
- Students must cite properly all information that is acquired from electronic sources and used in their assignments.
- A student is held responsible for all activity conducted on his/her account or under his/her password.
- St. Anthony High School holds specific expectations for students at each grade level for how they use their computer during official school hours and after school in either the computer lab or library.
- Game playing is not permitted on any school-owned computer, server or network system.



## Student Network Safety

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St. Anthony High School will make every effort possible to protect users of the network from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communication shall immediately bring them to the attention of a staff member or administrator.

Network users shall not publish or reveal personal information about themselves or others on the network.

Network users shall not engage in instant messaging, social networking, nor participate in chat rooms or video-conferences without express permission while on school property.

**Failure to comply with these standards or acceptable use of St. Anthony High School's technology will result, in the very least, in suspension or withdrawal of network privilege.**

## Lost & Found

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Articles found by students and adults in or around the building must be turned in to the main office. Students who lost articles should check the main office to see if the articles have been returned.

## Cafeteria

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Cafeteria services are available before a.m. classes and throughout the lunch periods. The Cafeteria is the only place in the school in which eating may occur. No food or drink should be taken from the cafeteria at any times. Any student found eating or drinking outside of the cafeteria will be subjected to disciplinary measures. Since the cafeteria area serves as a common area (lockers, classroom use, etc.), it is essential that all students act in a responsible manner and clean up after themselves when they have finished eating. At times, a teacher or administrator may ask students to assist in cleaning. While in the cafeteria, all school rules will be enforced. Any student that is found to be non-compliant will be asked to leave and will be subjected to the proper disciplinary measures.

During warm weather, the administration may make the decision to allow the students to use the courtyard during their lunch period. If this is the case, it is imperative that students understand that all school rules pertain to the courtyard as well. Students must conduct themselves appropriately and must clean up after themselves. Failure to do so will result in disciplinary action and the temporary loss of courtyard privileges.

In addition to the above, it is important to note that

- Students are not permitted to order pizza or other food for delivery to the school.
- Students are not permitted to leave school grounds for lunch.

***If a student is found in violation of either of these, he/she will be subjected to the appropriate disciplinary measures.***

## Lockers

Each student is assigned a locker that is opened by a regulation school combination lock. If a lock is lost or damaged, there will be a replacement fee issued.

Students are reminded to be diligent in ensuring that their lockers are completely closed and locked. It is important to keep your combination confidential - Students must not reveal the combination to anyone. All belongings should be stored within the lockers and not left on top of the lockers, on the floor, or on cafeteria tables.

Lockers are the rented property of the school. Lockers should be kept neat. Decals and other materials are not to be affixed to either the interior or the exterior of the locker. St. Anthony High School strongly suggests that students should not leave their books, personal belongings, or other items of value in their lockers over night. **The school is not responsible for the property stored in the locker.**

## Search & Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property.

In addition, the Principal shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

St. Anthony High School may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and gender, and the nature of the infraction.

### **When feasible, the search should be conducted as follows:**

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same gender as the student.

Immediately following a search, the school authority that conducted the search shall make a written report.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating the law or St. Anthony High School's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## Emergency School Closing

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Unplanned emergency school closings because of inclement weather or other circumstances are announced on the radio, on the school answering machine, on the school web page, and via an email “blast” and text message alerts.

## Fire, Evacuation, & Lockdown Drills

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Fire Drills are conducted regularly as per state code.

Order of evacuation: Students are to adhere to the fire drill signs posted in the front of each class. Students are to move quickly and in silence.

In addition to Fire Drills, the law mandates that all schools have a procedure in place to handle potentially dangerous situations. St. Anthony High School has developed a series of plans to effectively handle a variety of emergency situations. These “Lockdown” and “Evacuation” drills will be conducted on a periodic basis. Students should take these preparedness drills very seriously.

## Work Permits

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Schools act as agents of the State Department of Labor in issuing Work Permits to students under the age of 16. All work permits will be issued in the Main Office. Permits may not be issued unless all state requirements are met, and the job for which the permit is required is on the approved list. If you have any questions, please contact one of the school secretaries.



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# Harassment, Intimidation, & Bullying

## General Statement of Policy

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No student shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy or other protected group status.

St. Anthony High School will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, visual, or technological (i.e.: texting; Facebook, etc.) that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

**"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents:**

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

This Policy requires all students to adhere to the rules established by the St. Anthony High School and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Provisions shall be made for informing parents or guardians whose primary language is other than English.

# Harassment, Intimidation, & Bullying

## General Statement of Policy

St. Anthony High School prohibits active or passive support for acts of harassment, intimidation, or bullying. Individuals are encouraged to support others who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

### Consequences and Appropriate Remedial Actions

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the St. Anthony High School's Code of Conduct and N.J.A.C. 6A:16-7.

### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

### Factors for Determining Remedial Measures

#### PERSONAL

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school.

#### ENVIRONMENTAL

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

# Harassment, Intimidation, & Bullying

## General Statement of Policy

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Consequences and appropriate remedial action for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in St. Anthony High School's Student Code of Conduct and pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the individual and their history of problem behaviors and performance, and must be consistent with the Student Code of Conduct and N.J.A.C. 6A:16-7. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-sponsored programs, or being in school buildings or on school grounds.

### Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

# Harassment, Intimidation, & Bullying

## General Statement of Policy

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### Examples of Remedial Measures – Environmental (Classroom or School Building)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

*N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.*

# Harassment, Intimidation, & Bullying

## General Statement of Policy

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### Harassment, Intimidation, and Bullying Off School Grounds

The Student Code of Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

### Harassment, Intimidation, and Bullying Reporting Procedure

School Administrators are responsible for receiving complaints alleging violations of this Policy. All school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all individuals involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Student Code of Conduct may not be taken solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

A school administrator who receives a report of harassment, intimidation, and bullying from a school employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.



# Harassment, Intimidation, & Bullying

## General Statement of Policy

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### Range of Responses to an Incident of Harassment, Intimidation, or Bullying

St. Anthony High School recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or by law enforcement officials.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation or bullying prevention program models, to training for certificated and non-certificated staff to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, or school responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.

St. Anthony High School will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

# Harassment, Intimidation, & Bullying

## General Statement of Policy

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### Reprisal or Retaliation Prohibited

St. Anthony High School prohibits a school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and school policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

### Consequences and Appropriate Remedial Action for False Accusation

*St. Anthony High School prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.*

1. *Students* - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
2. *School Employees* - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with school policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. *Visitors or Volunteers* - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

# Harassment, Intimidation, & Bullying

## General Statement of Policy

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### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a school employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Principal, Vice-Principal, or a Class Dean. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Principal, Vice-Principal, or a Class Dean for appropriate action.

## Religious Education & Religious Services

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The non-Catholic student is welcome at St. Anthony High School. The non-Catholic student is expected to understand and agree that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and services scheduled for students during the school year.

## Senior Prom Eligibility

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The school, as an optional activity, sponsors a Senior Prom for Seniors. No Senior will be permitted to attend the prom unless all attendance and financial obligations (tuition, fees, etc.) are met; all exams completed; all state textbooks (or their monetary equivalent) are returned to the school, all community service hours are completed and the student record is free of disciplinary issues such as suspensions.

## Policy on Field Trips

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On occasion, St. Anthony High School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No students may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the School. St. Anthony High School provides the permission slip. Students who are on Disciplinary Probation will not ordinarily be permitted to participate in such activities.

## Parking Cars

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Some students who are eligible may drive cars to school. Limited parking in the school lot requires a parking permit issued at the school office. A \$150.00 fee is required.

## Suspected Child Abuse or Neglect

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New Jersey State law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services. New Jersey DYFS hotline – 1-800-792-8610.

## Asbestos Management

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The School's Asbestos Management Plan is on file in the School Office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

## General Concerns & Complaints

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An individual or group with a complaint needs to follow the established protocol. The protocol is as follows:

- Contact the individual teacher/staff member involved and make every effort to resolve the issue(s).
- If the issue(s) remain(s) unresolved, contact the Class Dean, then the Vice-Principal, then the Principal, and finally the School President until the issue has been resolved.



# STUDENT SUPPORT

Student Support personnel at St. Anthony High School provide students with a wide variety of services. The Class Deans, College Placement Counselor, and School Nurse are all available to assist students. Each of these individuals has specialized talents and is ready to assist the student in developing an understanding of his/her individual potential, making realistic educational decisions, planning for the future, and resolving personal and social problems.

## Class Dean

The Class Dean assumes responsibility for coordinating the academic program for students at St. Anthony High School. The Class Dean assists students each year with scheduling, career planning, testing, and identifying problems that may require referrals for professional assistance. The Class Dean also offers support for personal/social development while overseeing attendance and behavioral issues that may impede academic success, while assisting in ensuring that students have a safe and secure learning community at St. Anthony High School.

## College Placement Counselor

The College Placement Counselor assists students in the selection of higher education and career programs. During the year, the College Placement Counselor:

- Contacts college admissions officers in matters pertaining to campus visits, entrance requirements, and scholarships
- Acts as a liaison between students and college personnel, admission offices, financial aid offices, etc.
- Supervises the preparation of transcripts for college bound students
- Organizes and administers applications for the SAT and ACT and oversees the results of these tests

## Policy on Administration of Medication

St. Anthony High School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

1. A parent/guardian should come to the School and personally administer the medication.
2. If this arrangement is not possible, the School Nurse or the Principal (or his/her designee) will administer the medication under the following conditions:
  - A. The medication must be given to the School Nurse or Principal by the parent/guardian;
  - B. The medication must be in the original pharmacy-labeled container; and
  - C. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the School.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This is available from the School.

## In-School Illness

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If a student becomes ill during school, she/he will be sent to the School Nurse or the school office. After care, the student will be readmitted to class, or a parent will be contacted to pick the student up at school.

## Health Records

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A parent/guardian may by appointment with the academic dean view his/her student's health records.

Transcripts of health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. These transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcript from the sending school.

## Parental Rights to Student Health Records

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St. Anthony High School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential health records.

## Parents' Guild

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Parents, guardians and other family members are encouraged to become active members of the Parents' Guild. Through cooperative efforts parents, guardians and family members help to facilitate a wider variety of activities for the student body. With the help of parents, guardians and other family members, students will find their experience enhanced through extra-curricular activities such as International Nights, Career Nights, College Nights, School Performances, Class Trips and more. Please contact the school principal to make sure you volunteer for these activities. Your son/daughter will appreciate your willingness to get involved.

# CODE OF STUDENT CONDUCT

## Student Rights & Responsibilities

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. Anthony High School. St. Anthony High School strives to establish a climate of academic success blended with high expectations for student behavior to exhibit trust, respect, responsibility, and communication. In order to establish this climate, students are expected to act with courtesy and respect towards all members of the staff and to their fellow students. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

## Student Discipline

All students must submit to the authority of teachers and staff members who are in the performance of their job. A student who chooses to disrupt the learning environment of his/her classroom or of the School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Administration. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; denial of privileges; detention; in-school suspension; out-of-school suspension; removal from class for the remainder of the year with the requirement to complete the course in summer school; or expulsion.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the School community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of St. Anthony High School's rules may result in immediate expulsion.

If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, an Administrative/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.

The rules, regulations, and procedures, as indicated in this Handbook, for the safety and convenience of everyone, will be strictly enforced before, during, and after school.

Appropriate disciplinary actions will be imposed on students violating these rules.

### **Students may be suspended or expelled for gross disobedience or misconduct that occurs:**

1. On or within sight of school grounds.
2. At school-sponsored activities, functions, and/or events.
3. In connection with student transportation to/from school, school sponsored activities, functions, and/or events.
4. At any place when the conduct has a reasonable relationship to school or if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, if the conduct causes an interference with school purposes or the delivery of educational services.
5. During or after school, on or off school property that detrimentally reflects on the reputation of St. Anthony High School.

## Off Campus Conduct & School Related Activity

Students are expected to conform their conduct to the requirements of school rules while off campus and in attendance at school sponsored events, activities, or functions. Students who violate school rules at such events shall be subject to disciplinary consequences.

## Disciplinary Action

While teachers at St. Anthony High School are encouraged to effectively manage their classroom environments, there are times in which disciplinary behaviors needs to be handled at the administrative level. Some of the disciplinary actions at the administrative level may include:

1. **Student Conference / Documented Warning:** A conference between the student and an administrator to gain insight and alternatives to inappropriate behavior, express possible consequences, and identify desired outcomes.
2. **Parent Notification:** (By phone or in person at the discretion of the school administrator) a conference between the parent/guardian, student, and a school administrator to gain insight on alternatives to inappropriate behavior, express possible consequences, and identify desired outcomes.
3. **Seizure of Contraband / Electronic Devices:** Unauthorized objects may be confiscated. This may include electronic devices (cell phones, MP3 players, etc.). If an item is confiscated, the proper protocol will be followed.
4. **Loss of Privilege:** Undesirable behavior may result in a student losing a specific privilege for a set period of time. These privileges may extend to extra-curricular activities.
5. **Temporary Removal from Class:** A student may be removed for the remainder of a class period.
6. **After School Detention:** Students will be required to serve a 45-minute after school detention.
7. **In-School Suspension:** A silent, supervised study hall where the student spends a class period or an entire day working on specific assignments from his/her teachers. Any student removed from In-School Suspension for disruptive behavior will receive an Out-of School suspension. Students who receive an In-School suspension will be assigned homework on or prior to the suspension.
8. **Out-of-School Suspension:** In cases of gross misconduct or in cases of persistent and repetitive violation of school rules, a student will be suspended from school. An Out-of-School suspension at the minimum will be one school day and no longer than ten school days. A parent or guardian of the student will be notified of the length and cause of the suspension. A parent conference must be held before the student can return to classes. Students under Out-of-School suspension cannot attend any school-sponsored activity, or be on school property until the suspension is completed. If a student is found in violation, he/she may be arrested for trespassing.  
*\*Any student who engages in disruptive behavior on or near the last day of a school term may be suspended for the remainder, if any, of the current school year, and into the following school year and may be excluded from end of year activities.*
9. **Expulsion:** Gross misconduct, repetitive violation of school rules, or a single serious incident may warrant consequences beyond suspension. In such a case, a student will receive a ten-day out of school suspension where during that time the administration will conduct a hearing to determine the seriousness of the incident and whether or not to recommend expulsion.
10. **Notification of Law Enforcement Authorities:** Law enforcement authorities may be notified whenever conduct involves illegal drugs, alcohol, weapons, or violation of criminal laws or ordinances.

*\*It is unlawful for any student under the age of 18 to be absent from school without parental permission. Any student that makes the decision to skip school without parental permission is considered to be guilty of the offense of truancy. Law enforcement authorities have the right to issue a ticket to any student found guilty of truancy.*



## Prohibited Student Conduct

1. *Gross Disobedience, Insubordination, and Misconduct:* Gross disobedience or misconduct includes, but is not limited to, repeated or persistent violation of the school rules, or a single highly serious incident. Furthermore, refusing to comply with the reasonable instructions of school personnel is a violation of school rules.
2. *Disruption:* conduct that materially and substantially threatens the learning environment or educational process or interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or attending a school related activity or function.
3. *Aggressive Behavior:* using any form or type of aggressive behavior that does, or is reasonably likely to do, physical or psychological harm to someone else and/or urging students to engage in such conduct. Prohibited aggressive behavior includes the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, the education, or well being of any student. Bullying or intimidation will most often occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling nature.
4. *Disrespect to Employees:* Any conduct or act that is abusive of, or disrespectful to, a teacher or other employee of St. Anthony High School.
5. *Interference with Employees:* Interference with school personnel in the performance of their duties.
6. *Threats:* Threats to the health, welfare, or safety of students, staff members, or their families, or threats to disrupt the learning environment of the school are prohibited. Such threats may be referred to law enforcement authorities for criminal prosecution.
7. *Hazing, Harassment, Intimidation, Bullying, or Cyber bullying (Including sexual and disability harassment):* Please see the Harassment Policy that is previously listed.
8. *Fighting:* Fighting between students or among groups of students will not be tolerated. Individuals involved in a fight may receive disciplinary consequences regardless of who started the fight. Incidents involving pushing, shoving, wrestling, horseplay, etc. may be considered to be fighting, regardless of the intent to do bodily harm.
9. *Profanity:* Students may not use language that is reasonably considered to be profane or vulgar or disrupts the learning environment of the school.
10. *Forgery:* Forging and/or altering passes or other school related documents is prohibited. Students who misrepresent their identity or fail to identify themselves upon request of any staff member will be subject to disciplinary action.
11. *Misrepresentation/Lying:* Any misrepresentation or lying to a staff member is prohibited.
12. *Failure to Report to the Office:* Failure to report to the office (Main, Vice-Principal, Class Dean, etc.) when referred by any staff member will result in additional disciplinary consequences over and above those imposed for the conduct for which the referral was made.

## Prohibited Student Conduct

13. *Theft*: Theft of school property or the property of other individuals is prohibited.
14. *Gambling*: Students may not gamble or possess gambling paraphernalia. Gambling paraphernalia will be confiscated. Gambling paraphernalia includes but is not limited to any cards, dice, game sheets, chips, etc. that are related to the exchange of money in any gaming situation.
15. *Gang Activities*: The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the School's student discipline policy.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student:

- (1) On behalf of any gang,
  - (2) Committing or conspiring to commit criminal offenses
  - (3) Engaging in conduct that is contrary to the public good
  - (4) Engaging in conduct that interferes with or disrupts the School's educational process or programs
  - (5) Perpetuating the existence of any gang, or
  - (6) Effecting the common purpose and design of any gang, including without limitation, the recruiting of students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang. The following activities are prohibited:
    - a) Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo (tattoos must be covered at all times at any school-related event) or other item which is evidence of membership or affiliation in any gang.
    - b) Committing any act, or use of any speech, either verbal or non-verbal (gestures, hand shakes, etc.) showing membership in or affiliation with a gang.
    - c) Use of any speech or commission of any act to further the interests of any gang or gang activities, including but not limited to:
      - a. Soliciting others for membership in any gangs;
      - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
      - c. Committing any other illegal act or other violation of school policies;
      - d. Inciting other students to act with physical violence upon any other person.
16. *Vandalism*: Damaging, defacing, or destroying school property or the property of others is prohibited. Students and their parents are responsible for the cost of repairing or replacing intentionally damaged school property. Law enforcement officials may also be contacted depending upon the severity of the vandalism.
  17. *Pushing / Shoving/ Horseplay*: Pushing, shoving, wrestling, and other horseplay is prohibited.
  18. *Laser Pointers*: Possession of laser pointers and laser key rings is not allowed during the school day and/or at any school-related event or activity, unless under a staff member's direct supervision and in the context of instruction. Laser pointers and laser key rings will be confiscated.

## Prohibited Student Conduct

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### (continued)

19. *No Hall Pass / Unauthorized Areas:* Students are not permitted to be in the hallways during non-passing period without a hall pass. Students are not permitted in unauthorized areas (weight room, cafeteria, offices, etc.) without being accompanied by a staff member.
20. *Weapons:* Students will not possess or use lethal weapons (including knives), or any item that may be constituted as a weapon (brass knuckles, razors, etc.), explosive devices or any form of caps, poppers, fireworks, stink/smoke bombs, or replicas thereof.

• *In a complex and diverse academic setting, this student handbook cannot cover every set of circumstances that may arise during the course of a school year. As a result, administrators charged with the responsibility of fostering and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered within this manual.*

## Use, Possession, Distribution of Controlled Dangerous Substances

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### Definitions:

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, cocaine, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

*Under the Influence:* A student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions which are commonly associated with the use of controlled dangerous substances, whether incurred or observed on or off school property).

Possession is defined as knowingly or purposely obtaining or possessing, actively or \*constructively, a controlled dangerous substance or drug paraphernalia:

- A. On or off school property;
- B. On the person;
- C. In an accessory (including but not limited to purse, book bag, gym bag or knapsack);
- D. In a locker or desk; and
- E. In a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over drug/paraphernalia even if s/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

# Use, Possession, Distribution of Controlled Dangerous Substances

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Distribution is defined as sharing, selling or dispensing a controlled dangerous substance

- A. On or off school property;
- B. With or without receiving payment; and
- C. To individuals enrolled or not enrolled in the school.

Possession with intent to Distribute applies regardless of whether or not a student intended

- A. To receive payment;
- B. To distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- C. To distribute the controlled dangerous substance on or off school property.

## Policy

1. A student shall be considered in violation of school policy if s/he is observed
  - A. To be under the influence,
  - B. Engaged in distribution, or
  - C. Have possession of a controlled dangerous substance.
2. Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.
  - A. When a student is identified as being "under the influence" or "in possession" of a controlled dangerous substance, the principal MAY refer the matter to local law enforcement officials.
  - B. When a student is identified as "distributing" or "in possession with intent to distribute" a controlled dangerous substance, the principal MUST refer the matter to local law enforcement officials.
3. A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period.  
The student and parents/guardians shall be given a reasonable opportunity to respond to the allegations as quickly as possible.
4. If the principal determines that there
  - A. was no violation of policy, the student will be permitted to return to school.
  - B. was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.
5. The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student's eventual return to the school.
6. When violation of this policy involves "distribution" or "possession with intent to distribute", the discipline imposed will normally be expulsion.

## Cell Phone Use & Electronic Entertainment Device Policy

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Cell phones equipped with cameras and other features such as text messaging pose risks to academic integrity and overall safety. While on school grounds, cell phones, electronic devices, and headphones must be turned off and out of sight at all times. If a student is found to be in violation of this policy, the item will be confiscated and brought to the Principal or Director of Student Services. Consequently, the following disciplinary actions will take place:

**1st offense:** A parent is contacted, and the cell phone or electronic device is confiscated until the end of the next school day. The item will be returned to the student.

**2nd offense:** A parent is contacted, and the cell phone or electronic device is confiscated for five days. The student's parent must come to pick up the item.

**3rd offense:** A parent is contacted, and the cell phone or electronic device is confiscated for ten days. The student's parent must come to pick up the item.

**4th offense:** The cell phone or electronic device is confiscated, and an expulsion hearing will take place.

## Dress Code Policy

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In conjunction with a stress on academics it is the belief that adhering to a dress code that promotes an air of seriousness enhances an atmosphere of learning of purpose to each student. The following is an explanation of the entire uniform that is mandatory for every student of St. Anthony High School. All uniform components are to be ordered through the school.

Students are required to conform to the uniform dress code and all regulations as stated from the moment they arrive on school grounds until they leave school. Students may change for an extra-curricular activity or a job before they leave school, but there will be no public undressing or dressing in the common areas (auditorium, classrooms, hallways, cafeteria, etc.)

Students not in compliance with the dress code will be found in violation of the discipline code and will receive detention(s). Repeated violations may incur more severe consequences including, but not limited to, suspension and expulsion.

A third uniform violation will result in a mandatory parent conference.

# St. Anthony High School Dress Code

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## **GIRLS:**

### BASIC UNIFORM:

- Khaki slacks or skirt.
- White collared shirt.
- Brown or black belt with the slacks.
- Plain dress shoes.
- No sneakers of any kind!, No UGGSI, No boots!

### ADDITIONAL OPTIONAL COMPONENTS:

- Sweater options – must be worn over school uniform shirt – either a long sleeve maroon V-neck or a sleeveless sweater vest or a cardigan sweater. No sweatshirts.
- If in the opinion of the school administration, clothes are not worn as expected, the student will be suspended and not permitted back into school without a parent meeting.
- Outlandish hair colors or styles (as determined by the school administration) are not permitted.
- Outlandish wardrobe accessories, body piercings and visible tattoos are not permitted.
- Caps, scarves, doo rags, hats or “hoodies” are never permitted.

## **BOYS:**

### BASIC UNIFORM:

- Khaki slacks.
- Blue or White long sleeve button down collared shirt.
- Brown or black belt with the slacks.
- Plain dress shoes.
- No sneakers of any kind!, No boots!

### ADDITIONAL OPTIONAL COMPONENTS:

- Sweater options – must be worn over school uniform shirt – either a long sleeve maroon V-neck or a sleeveless sweater vest or a cardigan sweater. No sweatshirts.
- A school issued tie is also an option.
- If in the opinion of the school administration, clothes are not worn as expected, the student will be suspended and not permitted back into school without a parent meeting.
- Outlandish hair colors or styles (as determined by the school administration) are not permitted.
- Outlandish wardrobe accessories, body piercings and visible tattoos are not permitted.
- Caps, scarves, doo rags, hats or “hoodies” are never permitted.

# Physical Education Uniforms

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Sneakers must be worn for Physical Education classes. Students who fail to comply with the wearing of the standard uniform may receive a detention and a reduction in their grade in Physical Education.

School issued gym shirts and shorts are a component of the New Student Basic Uniform package.

# Homework Policy for In-School or Out-of-School Suspension

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A student who is suspended out-of-school during the school year will have full make-up privileges for all work assigned during the suspension. Students will be allowed two school days for each day of suspension to make up their work. It is the student's responsibility to gather missing schoolwork. If an assignment has been made prior to the suspension and is due during the suspension, the student needs to make arrangements for the assignment to be turned in on time. Students should contact the teachers directly when making arrangements to gather missing assignments. If given a suspension of three or more days,

Teachers have 24 hours to submit missing class work. All assignments will be picked up at the main office. Any students receiving in-school suspension will be given the full opportunity to make up their missing assignment the day of their suspension. In-School-suspension work must be submitted the day the student returns to class.

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## STUDENT ATTENDANCE

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Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

## Absence Procedures for Students & Parents

A parent/guardian must call School no later than 8:15 to report a student's absence. If no call has been received by 8:15, the School Attendance Secretary will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, she/he must present to the Attendance Secretary a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of three consecutive days requires a doctor's note.

### Absences (School/Class)

- Students are given 12 excused absences for a year course based on the list below. Students who have a half year course will have 6 days as their limit (parents/guardians must continue to call in their child's absence). All notes will be carefully reviewed. A student may still receive no credit, even if he/she is within the twelve day limit.
- Students must bring in their absentee note the day they return from the illness. If a note is not received upon the student's return to school, it will be considered an unexcused absence.
- If a student exceeds the 12 days/6 days, he/she must report to the Attendance Committee at the end of the school year. The committee will decide, upon meeting with the student and the parent, whether the student will receive credit for the course(s). Credit may be denied even if the student receives a passing grade. Unfortunately, if no credit is granted, the student must attend summer school.

## Excused Absences Listing

The following absences are excused and will not contribute to loss of academic credit:

- Illness, when verified by a doctor's note that is received upon the student's return (3 day or more absence)
- Death in the immediate family
- Approved college visits for seniors (3)
- Approved college visit for juniors (1)
- Authorized absence
- Extraordinary circumstances with administrative approval.

*\*\*Any student who has accumulated more than 12/6 absences for any reason must meet with the Attendance Committee to determine whether academic credit will be given.*

## Tardiness

### Lateness (School/Class)

- Students, who arrive 15 minutes late to school, will begin to accumulate time under the Unexcused Absentee Policy. This means, if a student is late 15 minutes three times, he/she will receive an unexcused absence each time he/she exceeds the number.
- Students who arrive late, under 14 minutes six times, he/she will receive an unexcused absence each time he/she exceeds the number.
- In both instances, students with their parents will be required to appear before the Attendance Committee to determine whether the student will be granted credit. Credit may be denied even if the student receives a passing grade. Unfortunately, if credit is denied, the student must attend summer school.

A student will be considered as tardy if he/she is not in their first period class by 8:20 a.m. Any student that is tardy to school will be issued an after school detention to be served the following day. Excessive tardiness to school will result in more serious disciplinary measures including suspension and expulsion.

**5<sup>th</sup> lateness** – Parent Contacted

**10<sup>th</sup> lateness** – Mandatory Parent Conference.

There will be a mandatory parent conference on every 5th absence thereafter with a possible expulsion hearing before student may return to school.

## Leaving School Premises

Students may not leave the school premises during the lunch period or at any time during the school hours. Failure to comply will result in immediate suspension.



## Truancy

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A student who deliberately misses school, contrary to the wishes of his/her parent/guardian, is considered truant. A student who is truant will be subject to discipline, to include detention and/or suspension and/or expulsion.

Parents are reminded that school attendance is mandatory in the State of New Jersey and failure to have your child in school can subject you to court action and a fine.

## Requests for Early Dismissal

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From time to time, a student may have a medical or other appointment. Every effort should be made to schedule these appointments outside of the regular school day. Unless students have written permission from a school administrator, and on file in the school office, students may not leave school property during the regular school day. In the event that a student must be dismissed early, the student must bring a note signed by the parent to the main office before homeroom on the day of the appointment, explaining the reason for early dismissal.

Students leaving the school building without permission are subject to disciplinary action (detention, suspension or expulsion) and may lose credit for absences.

## College Visitation Days

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Each senior may have three excused absences for college visitation. A formal appointment must be made with the Admissions Office of the college. A note attesting to the appointment must be submitted to the Principal at least two days in advance of the appointment.

Upon returning to school, the student must present a note from the college admissions office to the attendance secretary at St. Anthony's. Students are expected to make up assignments or tests that may have been missed during a college visit.

The school retains the right to refuse the permission to attend the college visitation for academic or behavioral reasons.

## Attendance Requirements for Participating in School Sponsored Activities

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If a student is absent from school without pre-authorization (e.g. college visitation), she/he will not be permitted to take part in extra-curricular or athletic activities that afternoon or evening. If an underclassman is attending the school prom, a written request must be made to the Principal from the parent requesting early dismissal if circumstances require.

## Court Orders

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If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Administration with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations.

## School Pick-Up

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The School will permit only the custodial parent, or her/his designee, to pick up the student during the school day. The non-custodial parent will not be permitted to remove the student from the school during the school day, unless there is written authorization from the custodial parent.

# EXTRA-CURRICULAR ACTIVITIES

At Saint Anthony High School, learning takes place both in and out of the classroom. We offer a broad range of extra-curricular activities that help promote personal growth, career development and spiritual enrichment. As a Catholic institution, we promote spiritual awareness and instill the values of service and charity. Students from a myriad of denominations volunteer in their local communities and parishes and participate in our weekend retreat program - considered by many to be a defining moment in their Saint Anthony High School career.

With many activities from which to choose, there is something for everyone. Popular activities include music, theater, and service organizations.

## Athletics

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St. Anthony High School believes that it is the function of the athletic department to provide an athletic program that is interesting, wholesome, stimulating, and enjoyable for all students. The overall objective is to develop physical fitness, athletic ability, work ethic, sportsmanship, and a spirit of competitiveness in each student-athlete.

Participation in sports at St. Anthony High School is considered a privilege and not a right. Students who decide to participate shall be held to exemplify the highest standards of sportsmanship, behavior, and play. Student-athletes who are unable to abide by these expectations will be subject to disciplinary action. These expectations will be enforced year round from the time the student-athlete enrolls at St. Anthony High School until the time he/she graduates.

A copy of the athletic code of conduct is available online at [www.stanthonyhighschool.org](http://www.stanthonyhighschool.org)

### Sports Offered at Saint Anthony High School

**Boys Sports:** Baseball, Basketball, Football, and Track and Field

**Girls Sports:** Basketball, Softball, Track and Field, and Volleyball

## A Final Word

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Your son/daughter's attendance at St. Anthony High School is dependent on many factors, not the least of which is your own hard work to provide the tuition and fees that are assessed. For much of its existence, St. Anthony High School has made every possible effort to charge a tuition rate that is almost half of its actual cost per pupil. St. Anthony High School has been able to do so because it has successfully solicited monetary gifts from many donors.

Each year, however, Bob Hurley, our School President, the members of the Board of Trustees, and our Development Team have to begin over again to secure these donations. This is an ongoing job throughout the year.

Potential benefactors come to the school frequently. Their decision to make a donation toward your son/daughter's educational program here at St. Anthony depends upon many factors. But most important impressions are made by each student in how well they achieve in school, what their attendance is like and, finally, how they behave and their appearance.

Please help you son/daughter understand the importance of doing well and behaving and dressing properly. Your son/daughter's future at St. Anthony High School depends upon their understanding and cooperation.

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**The Student Handbook Policy on Sexuality  
and Agreement for Student Enrollment  
have been approved ecclesiastically**

**by the Metropolitan  
of the Archdiocese of Newark,  
the Most Reverend John J. Myers, Archbishop**

**on February 5, 2016,  
effective immediately**

## STUDENT HANDBOOK POLICY - SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.<sup>1</sup>

Among other things, 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." (§2393, Catechism of the Catholic Church).

"Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

1. [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholicchurch/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholicchurch/epub/)

## AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein "parents") who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church.<sup>1</sup> Among other things, the Catholic Catechism 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. (2393 Catechism of the Catholic Church.)*

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated *"Our body itself establishes us in a direct relationship with the environment and with other living beings, "and that "learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology. Valuing one 's own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment. "*

If serious concerns arise as to a student's and/or parent's position or action(s) with respect to the tenets of the Catholic faith, then parents will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with principal and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child's medical, psychological and/or social situation.

1. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholicchurch/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholicchurch/epub/)

