

Antonian College Preparatory High School



Student-Parent Handbook 2026-2027

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Welcome to Antonian!

“Whoever has received from the divine bounty gifts of the mind... has received them for the purpose of using them for the perfecting of his own nature and for the benefit of others..”

-Pope Leo

PURPOSE OF HANDBOOK

This Student-Parent Handbook has been prepared to provide a summary of the school rules, school and Archdiocesan policies, and other miscellaneous information. It is essential that all students and parents/guardians have a common and clear understanding of the rules and policies within it. Please discuss it and refer to it as necessary.

RIGHT TO AMEND

The Archdiocese of San Antonio and Administration of Antonian reserve the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary. Any instance of occurrence that is not addressed in this handbook will be resolved under the discretion of the Principal in consultation with the Archdiocese of San Antonio, if necessary.

MISSION

The mission of Antonian College Preparatory High School is to inspire and empower young men and women to thrive while leading meaningful lives rooted in the teachings of Jesus Christ.

VISION

Influenced by our LaSallian legacy and animated by our desire to see God in all things, Antonian College Preparatory will continue to be a premier Catholic, co-educational high school. We encourage our students to always seek knowledge and to deepen their relationships with God to make a positive difference through service to others. We inspire and empower our students to embrace opportunities to work with integrity for peace and justice in our ever-changing world.

PHILOSOPHY—OUR CORE VALUES

Our philosophy is founded on a set of core values to which every member of the Antonian community is called to abide in order to optimize the educational environment of the school. These core values are:

- **Compassion** – to demonstrate sympathy for the position of others, accompanied by a strong desire to alleviate any difficulty
- **Courage** – to demonstrate strength in taking action for positive change, even when faced with difficulty
- **Integrity** – to be truthful in all interactions with others, exercising an openness in expression and adhering to moral and ethical principles
- **Justice** – to work toward fairness and harmony that promotes equity among all people for the common good
- **Love** – to treat others with patience, kindness, mercy, and forgiveness, modeling one's actions after the love God has for his people
- **Responsibility** – to treat others with patience, kindness, mercy, and forgiveness, modeling one's actions after the love God has for his people

HISTORY OF THE SCHOOL

Antonian College Preparatory High School was founded by the De La Salle Christian Brothers with the support of the pastors and members of twelve northside San Antonio parishes. It opened its doors in 1964 to a freshman class and added one grade level until the first class graduated in 1968. In 1971, the Christian Brothers could no longer staff the school, so the Archdiocese of San Antonio assumed sole governance of Antonian under the direct auspices of the Archbishop of San Antonio. Almost two decades later, a decision to accept young ladies was made and during the 1989-1990 school years, the first females were enrolled in the school sparking the transition to the co-educational institution that it is today.

ALMA MATER (SCHOOL SONG)

Antonian, Antonian
Time makes us love you even more
You teach us Christian love and faith
You are our blessed sacred place
You've taught us how to learn and grow
Antonian, Dear, you make it so

Antonian, Antonian
We always strive to win for you
We're proud to stand and hold you true
And tell the world we're here for you
Our alma mater we love you
Antonian, Antonian

FIGHT SONG

We've got that fight, fight, fight,
Blue, red and white, white, white.
We're on the road, road, road to victory!
We're all for one right now.
We're all for one and how.
Apache teams are on the rise!
Apache braves will fight for all that's good & right.
We'll keep our name and our colors always true.
Our fans will cheer us.
Our foes will fear us.
Big Red will always be on top.
FIGHT! FIGHT!

ACCREDITATION AND MEMBERSHIPS

Antonian is accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED), an accrediting agency established by the Bishops of Texas, which has been formally recognized by the Texas Education Agency (TEA). Antonian is also an institutional member of the National Catholic Educational Association (NCEA). Antonian does not enter into a dual enrollment arrangement with non-accredited higher education institutions for any portion of the day.

ADMINISTRATIVE STRUCTURES

Governance

Antonian operates as an Archdiocesan Catholic high school. The Archbishop of San Antonio is the head of the Archdiocesan school system and is ultimately responsible for the educational policies of the Archdiocese. Practically, he delegates the administration of the school system to the Superintendent of Catholic Schools. The Superintendent of Catholic Schools is the head administrator of the Department of Catholic Schools of the Archdiocese of San Antonio. The Superintendent of Catholic Schools is responsible for the system's adherence to the various policies and regulations as prescribed by the Archdiocese of San Antonio, the Texas Catholic Conference of Bishops Education Department, the various accrediting agencies, and the Archbishop of San Antonio.

School Administration

The chief administrator and spiritual leader of Antonian College Preparatory High School is the Principal. As the chief administrator, the Principal administers policies set by the Texas Catholic Conference of Bishops Education Department and the Department of Catholic Schools with the consultation of the Antonian School Council. It is the responsibility of the Principal to recruit, interview, select, assign, and organize the staff of the school in a way that assures the greatest potential for accomplishing the school's mission.

School Personnel Contact Information

For a complete and most current listing of all Antonian faculty and staff, please refer to our website at www.antonian.org using the following link: <https://www.antonian.org/directory>. This link may also be found in this document at Appendix A.

School Committees

TEACHER & STAFF COMMITTEES

Executive Administrative Committee – The Executive Administrative Committee is composed of the Principal, Vice Principal, Dean of Academics and the Dean of Students. This committee addresses matters at the highest level of organizational operations of the school.

Administrative Council – The Administrative Council is composed of the Executive Administration, Dean of Business Operations, Director of Admissions, Director of Campus Ministry, Director of College Guidance, Director of Communications, Director of Counseling Services, Director of Strategic Development and Alumni Relations, Director of Student Activities, and the Director of Technology. The Administrative Council serves to manage the daily operations of the school.

Academic Council – The Academic Council is composed of the Vice Principal of Curriculum & Instruction, who chairs the council, Department Chairs, the Principal, Dean of Academics, Director of Student Support Services and the Librarian. The Academic Council serves to advise the administration on matters of curriculum, instruction, and assessment. It also serves as a liaison between the administration and teachers.

Admissions Committee – The Admissions Committee is composed of the Principal, Vice Principal of Curriculum & Instruction, Dean of Academics, Dean of Students, Director of Learning Support Services, a Guidance counselor and the Director of Admissions, who chairs the Committee. The Admissions department screens applications and may refer applicants to the Admissions Committee when questions arise.

Attendance Review Committee – The attendance committee shall be composed of the principal and/or his or her designee, a school counselor, and a classroom teacher. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences. The Attendance Review Committee adjudicates cases of attendance deficiencies that could lead to loss of academic credit based on Texas Education Code Section 25.092.

Facilities Committee - The Facilities Committee is composed of the Principal, Dean of Academics, Athletic Director, Director of Strategic Development and Alumni Relations, Director of Technology, Dean of Business Operations, and the Facilities Director who chairs the committee. The Facilities Committee evaluates and develops plans for facilities improvements, additions, renovations, and demolitions.

Financial Assistance Committee – The Financial Assistance Committee is composed of the Principal, Director of Strategic Development and Alumni Relations, Director of Admissions, and the Dean of Business Operations, who chairs the committee. The Financial Assistance Committee reviews applications for need-based tuition assistance and other financial assistance awards.

Library Committee – The Library Committee is composed of a small group of employees who assist the Librarian by providing information regarding teacher classroom needs and perspectives, as well as student skills and resource needs as it relates to the library, and by providing recommendations and feedback on general library services.

Student Conduct Board - The Student Conduct Board is composed of the Director of Campus Ministry and four teachers as follows: two faculty members who are elected by the faculty and two faculty members who the Principal appoints from the list of five nominees provided by the Student Council. The Director of Campus Ministry and four teachers are voting members who deliberate and make recommendations to the Principal for case disposition. The Dean of Academics and Dean of Students co-chair the meeting and present the disciplinary cases but are not voting members. The Director of Counseling Services also attends but is not a voting member. This board meets as needed at the call of administration, generally when there is a question of dismissal of a student.

Student Success Team – The Student Success Team is composed of the Principal, Vice Principal of Curriculum & Instruction, Dean of Students and the Dean of Academics, who chairs the team, Director of Learning Support Services, and as needed, teachers, counselors and the school nurse. The Student Success Team serves to manage the academic success of students.

SUPPORT COMMITTEES

Alumni Association – The Alumni Association is open to all graduates of Antonian. The active members serve to foster continuing support for Antonian through a variety of activities each year.

Booster Clubs - The various extracurricular organizations of Antonian have booster clubs to support the activities of the respective organizations. The booster clubs provide support for the total needs of their organizations.

Parent Teacher Club (PTC) – The Administration of Antonian encourages parental participation in the school through the Parent Teacher Club. The PTC offers a variety of parent support committees. The purpose of these committees is to foster a partnership between the home and school and to aid the Principal and administration in providing programs and financial resources for the enhancement of the educational environment of Antonian. Every parent/guardian is invited to be an active participant in one or more of the parent support committees.

School Advisory Council – The School Advisory Council is composed of members of the Antonian community who are elected, appointed, or who serve ex-officio. The members are primarily parents/guardians of current or former Antonian students. The Council serves as an advisory entity to support the Principal and the Administration in areas of finance, school enhancement, policy development, and strategic planning. A roster of School Council members is included in Appendix C of this document. The School Council meets monthly.

Teacher Leaders

Department Chair – The Department Chair is the head of the respective department and is responsible for the supervision of teachers and review of curricular goals and lesson plans within the department.

Grade Level Moderator- The Grade Level Moderator assists in the coordinating of grade level activities and is responsible for dissemination of information to teachers of students in the respective grade level.

SPIRITUAL LIFE

As a Catholic school, Antonian has a vested interest in the formation of each student's spiritual life. It is the focus of the Campus Ministry program to encourage student participation in:

- Daily School Prayer – Each day, there is a community-wide prayer over the school's public address system. Secondly, teachers are asked to begin each class with prayer.
- Weekly Mass – School-wide Mass is held once a week in the Auditorium
- Adoration – Adoration of the Blessed Sacrament is held once a month in the Chapel of the Saints. Students visit the Chapel during their respective Theology classes.
- Reconciliation – The Sacrament of Reconciliation is offered in the Chapel of the Saints on a regular basis. Students visit the Chapel as they choose during their lunch period. If a student needs Reconciliation at another time, arrangements can be made.
- Retreats - Each school year, Antonian offers a variety of school-organized retreats, including grade-level day retreats and Kairos retreats. Attendance at grade-level day retreats is required of freshmen, sophomores, and juniors. Seniors are strongly encouraged to attend a Kairos retreat in their senior year.

ADMISSIONS AND ENROLLMENT

Admission of Students

Antonian admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Antonian does not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender, in the administration of educational policies, admission policies, and scholarship programs.

Preference for admission shall be given to students of the Catholic faith.

It is recommended that each applicant and his/her parents/guardians shall have a pre-admission interview with the principal or his/her designee.

Antonian will make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition, and make an equally strong effort to make sure that those who are able to pay tuition do so.

Admission Requirements

Form: Registration – 3002A

Student Admission Checklist – 3002B

Parents who seek a Catholic education for their child shall enter into a tuition agreement and agree to be bound by the policies and procedures of Antonian. See also Policy 4402 – Tuition Agreements.

The tuition agreement is established between the parent/student and Antonian and in accordance with the rules of Antonian governing all areas of the student's development. As part of the contractual agreement, there are explicit and implicit expectations placed on both the parent/student and Antonian. Explicit rules and regulations are included in the Parent/Student Handbook and various school communications.

DOCUMENT REQUIREMENTS

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

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

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

Missing Children Program

If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then the school shall notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency.

If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school shall notify the police department of Castle Hills and request a determination of whether the child has been reported as missing.

A school may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262, Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required in the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school.

New Student Admissions Procedures

Antonian evaluates students for admission based on a completed application. Other supporting documentation for each candidate will be requested of the student's previous school by the Director of Admissions. Such documentation includes the student's transcript, standardized test scores, the latest report card, one recommendation from the candidate's current English teacher and one recommendation from the candidate's current math teacher. Upon receipt of all the above documents, the Director of Admissions will notify the applicant and parents/guardians of any further requirements including but not limited to placement testing and a personal interview.

Transfer Student Admissions Procedures

It is the policy of Antonian to strictly review the transfer of students once a semester has begun. Special consideration may be given to a family who is relocating from outside of San Antonio. Antonian likewise evaluates students for transfer admission based on a completed application.

Along with the completed application form, a candidate for admission should submit a copy of the student's transcript, standardized test scores, and the latest report card. In addition, the candidate must request a minimum of one letter of recommendation from a counselor or administrator from his/her current school. Letters of recommendation should be sent directly to the Director of Admissions and should include information on academic promise, character, extracurricular involvement, discipline, and attendance.

Upon receipt of all the above documents, the Director of Admissions will notify the applicant and parents/guardians of any further requirements and to set an appointment for a candidate interview.

Admission of Students from Schools within the Archdiocese

The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the principals of the two schools involved.

Admission of Students from Public and Other Non-Public State Approved Schools

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and if the placement is agreeable to both parents and the principal.

Admission of Students from Schools Home Schooling and Non-Accredited Schools

Admission is the decision of the principal and shall be based on testing, observation and/or other assessments. If it is determined that a student does not have sufficient academic records, Antonian will utilize internal instruments to measure the academic achievement of the applicant. In addition, Antonian will be utilizing the NWEA MAP Growth Assessment to measure academic achievement for students.

Admission of International Students and Exchange Visitors (SEVIS)

Form: I-20 Required Data Form – 3007A

Schools who accept international students and exchange visitors must be certified as an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification.

Antonian has a designated school official (DSO) for the SEVIS system to be the primary point of contact for all SEVIS related matters and who shall work with the student and parent/guardian, in consultation with the Catholic Schools Office, to complete, process, communicate, update, and verify all information required by SEVIS.

Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all of the school's admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process. The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student should be kept on file with the school.

The school DSO shall work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system. Schools may use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

Admission of Students with Special Needs

Students with special needs shall be given the same consideration as all applicants. The school must take into consideration the limits of the services they are able to provide. Catholic schools strive to provide accommodations within the scope of the school's resources. Antonian has a process in place through the Learning Center for documenting accommodations. Accommodations will be communicated to parents and reviewed on a consistent basis.

Admissions Status Notification and Enrollment

The Director of Admissions will convene the Admissions Committee for deliberation and then will notify the candidate's parents/guardians of his/her admission status. The deliberations of the Admissions Committee are deemed confidential. Upon acceptance for admission, the Director of Admissions will provide appropriate enrollment paperwork to the parents/guardians. A deadline to enroll the student will also be provided by the Director of Admissions. If the accepted student is not enrolled by the deadline, the position offered may be forfeited. All requested documents to complete the enrollment process must be received prior to the student attending classes.

Award of High School Credits

Antonian follows the credit requirements for graduation established by TCCB ED. Credits earned from outside sources other than at Antonian are awarded at the discretion of the Administration. This includes the award of credit for any course taken during a student's middle school years which is denoted as eligible for high school credit on the student's middle school transcript. Antonian may require the student to pass (grade average of **70** or better) an Antonian-prepared assessment to verify academic mastery in order for credit for high school courses taken during the middle school years to be awarded.

Current Student Re-Enrollment

Antonian uses a *continuous enrollment process* through the school information system (FACTS) to simplify re-enrollment for families. All current students are automatically enrolled for the following school year, unless they notify the Admissions Office of their intent to withdraw by March of the current school year. Once a student is automatically enrolled, they will progress through our systems accordingly. Any changes or questions regarding enrollment status should be directed to the Admissions office.

Admissions Visits

To best be able to discern whether Antonian is the right school for a family, Antonian offers different ways for candidate families to learn more about the school. Individual tours can be scheduled with the Director of Admissions on an appointment basis. Group tours are conducted during an open house period in the fall semester. Shadow visits for entering 9th graders are best scheduled in the fall semester but will be scheduled at other times of the year on a case-by-case basis. Shadow visits for transfer students are limited and will be considered on a case-by-case basis once an application for transfer admission has been received and an interview with the candidate has taken place.

Parent Student Handbook

Parents and students must acknowledge that they have received the handbook and agree to be bound by the provisions it contains. This may be a signed letter or it may be done in a digital format. Schools should retain a record that the parents and students have acknowledged the handbook. At a minimum, the Parent/Student Handbook shall be reviewed and updated annually.

CALENDAR

Each year, the Department of Catholic Schools publishes an academic school year calendar, on which Antonian formulates and publishes its own school year calendar. Antonian's school year calendar can be found on the school's website at www.antonian.org.

ARRIVAL AND DISMISSAL TIMES

Doors to the building open at 7:00 a.m. Although staff members are in the building, Antonian does not provide a supervised before-school program. School office hours begin at 7:00 a.m. School is officially in session from 8:30 a.m. to 3:30 p.m. each day. On occasion, a special schedule with a different start and/or end time is followed. This will be communicated by way of electronic media (newsletter and text message). A warning bell will ring ten minutes prior to the start of first period to advise students to begin moving to class. The office closes at 4:00 p.m.

Antonian does not provide an after-school program. Parents/guardians are asked to make appropriate arrangements to pick-up their children as soon after dismissal as possible. All students must leave campus by 4:00 pm each day, unless they are part of a formalized meeting or event for a school organization and are directly responsible to a member of the faculty/staff at that time. Students who cannot be picked up by 4:00 pm must report to the library for supervision, which is offered until 6:00 pm (not available on early dismissal days). Students must be picked up at the entrance of the Pettit Center library.'

ATTENDANCE

Attendance Expectations

The effectiveness of any academic program is limited when students miss class time. State law requires each student to be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered. A student who misses nine or more days of classes per semester risks losing academic credit for affected courses. A student not physically present at a school, excused or unexcused, is marked absent. Absences for school functions are not counted toward the attendance requirement.

Ten absences ("excused" or "unexcused") in a semester in any class, will result in credit denial for that class period. At this point, students will be required to make up time in attendance credit recovery to regain course credit. Time made up allows for credit to be given, but does not remove the absence documented by the school to meet compulsory attendance requirements.

To be counted as present for a full day of school, a student must be in attendance at school for a minimum of four hours (240 minutes) of the instructional day. To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) in the instructional day.

Attendance during school Mass is required by all students. Parents may not excuse a student from Mass participation. Students checking out during Mass will be required to present a note from the appointment they attend. Other religious services, assemblies, pep rallies, retreats, etc. are part of the

school day and are considered important to student formation and therefore mandatory. Students and parents/guardians should be aware of this in planning any necessary absences.

After ten absences, school administration will send notification that the student has accumulated excessive absences making it clear that students cannot be promoted if they miss more than 10% of either semester. The school shall follow a similar process for excessive tardies.

Every effort should be made to schedule activities and routine appointments (e.g., doctor, dentist, etc.) around the school day whenever possible. Students and parents/guardians are asked to not use school days for absences other than for unusual medical or emergency reasons. In all cases, students are responsible for all work missed and are subject to determination of whether absences are excessive and to determine what consequences will be enforced. The primary obligation for student attendance rests with the parents/guardians. Parents/guardians will be advised of possible academic and/or disciplinary consequences resulting from poor attendance.

Procedures for Absences

If a student will be absent, the parent/guardian must notify the attendance office by 8:00 am of the student's absence. Notification made by students themselves is unacceptable. For extended absences, notification should be received each day. Notification of the absence on the day of the absence does not replace this requirement for a note, which is necessary documentation for a student's attendance file.

A parent/guardian must provide a written explanation to the attendance office within three days of the student's return to school for an absence to be considered excused. After three days, the absence cannot be changed from unexcused. The written explanation should be signed, dated and include any applicable appointment documentation.

If an absence of three or more consecutive days is due to illness a doctor's note is required to mark it as excused. A doctor's note may also be required for repeated but non-consecutive absences, especially when the student is under the continued care of a medical professional. Should a long-term absence due to medical reasons arise resulting in excessive absences, administration will work.

If the parent/guardian is aware of a circumstance that will cause the student to be absent for an extended time, the parent should notify the attendance office and speak to administration.

When a student knows he or she will be away from campus for any part of the school day due to such events as an athletic or academic competition, elective medical procedure, or college visit, etc., he or she should remit any homework or other assignments to their teachers before departing the campus or in the afternoon upon return if the absence occurred during the early part of the school day.

Classification of Absences

Administration reserves the right to evaluate absences on a case-by-case basis to determine whether an absence is considered excused or unexcused. A note or phone call from a parent/guardian explaining a student's absence does not necessarily excuse that student. When determining

compliance with the state law that requires students to be in attendance for 90% of the school year, both excused and unexcused absences are counted; however, absences for “school functions” are not counted in this determination. Students with excessive absences, excused and/or unexcused, may be denied the privilege to participate in class field trips or other activities that would have them missing classes, as deemed by campus administration.

EXCUSED ABSENCES

An absence may be considered excused when written notice is provided by a parent/guardian and school administration agrees the absence is for a valid reason. Typically these include unavoidable matters such as medical appointments, family or personal emergencies, funerals, illnesses, school functions (categorized separately), school-related trips, and/or court responsibilities. Absences for any other reason may be approved at the discretion of the administration. An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

If a student’s absence is considered excused, he or she will have the number of days absent to make-up any work or missed tests/quizzes. If a student misses school on the day of an announced test or quiz and the student was present for all direct instruction of content to be covered by the assessment, the student is responsible for taking the test/quiz on the day that he or she returns to school.

UNEXCUSED ABSENCES

A student’s absence is unexcused when the school has not been provided written notification of the absence by a parent/guardian (within three days of the student’s return) or school administration does not acknowledge the absence is for a valid reason. Invalid reasons for absences typically include things like extra vacation time, oversleeping or car trouble. If the unexcused absence is determined to constitute a conduct violation, further disciplinary consequences may be implemented up to and including detention, Saturday school and/or suspension. Students with excessive and/or frequent unexcused absences may be subject to disciplinary consequences.

When a student is absent (excused or unexcused) the student has the number of days absent to make-up any work or missed tests/quizzes. As with excused absences, if a student misses school on the day of an announced test or quiz and the student was present for all direct instruction of content to be covered by the assessment, the student is responsible for taking the test/quiz on the day that he or she returns to school. It is the student’s responsibility to inquire - not the teacher’s responsibility to remind the student - about any missed work/test/quiz. Students with excessive absences, excused and/or unexcused, may be denied the privilege to participate in class field trips or other activities that would have them missing classes, as deemed by administration.

Administration does not condone or endorse a “Senior Skip Day.” Any students found to be participating in such an occasion will have unexcused absences recorded in their files and are subject to disciplinary consequences including but not limited to disqualification from semester exam exemptions, detention, Saturday School, suspension, or disciplinary probation. Parents are expected to not condone such an event.

Excessive Absences

Students who have more than nine absences (both excused and unexcused) per class per semester will need to appeal for reinstatement of credit for any respective class(es). Parents will receive a warning notifying them the student is at risk of losing credit due to excessive absences. **Additionally, once a student is absent from a class ten or more times, disciplinary consequences will be enacted beginning with detention for each additional absence, with the possibility of escalating consequences for continued absences.**

If excessive absences are a result of extenuating circumstances (for example, a documented medical condition) a waiver for credit denial and/or disciplinary consequences may be granted at the discretion of the administration and/or the Attendance Review Committee.

Attendance Review Committee

When a student fails to meet the attendance requirement and attends less than 90% of the days a class is offered, then the school must convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The attendance committee consists of the principal and/or his or her designee, the school counselor and a classroom teacher. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences.

Releasing of Students during School Hours

Students may not leave school campus during the hours school is in session without prior permission of their parent/guardian and the administration. Should a student need to leave campus during school hours, notification from a parent/guardian must be received by the attendance office prior to the student's departure. Every effort should be made to schedule the departure between classes.

A student may be released from school during school hours only into the custody of those persons listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released. The individual must come into the school, show identification, and sign the student out. Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc. without written parental permission and approval by the principal. Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made.

The student must check out in the school office. If the student returns to school during school hour, he or she must check in at the school office. Failure to do so will constitute an unauthorized absence and the student may be considered truant. The school reserves the right to deny students permission to leave school property.

Consecutive Non-Attendance Days

Antonion shall contact a student's parent(s) or guardian(s) when a student is absent for two (2) consecutive days and there has been no contact with the school. Schools should continue attempting contact with the families through school staff (e.g. administration, school counselor,

health coordinator, nurse or other administrative staff). If after ten (10) consecutive school days there is still no contact, Antonian will consult the Superintendent to discuss a process forward, not limited to filing a report with Child Protective Services, welfare checks through local law enforcement, and separation from Antonian.

Absences Due to College Visits

Antonian supports students visiting colleges and universities so that families may make an informed decision for post-secondary education. It is preferred that these visits be in conjunction with school holidays and/or breaks outside of academic time. Understanding that this is difficult, Antonian permits those students whose attendance is in good standing to take college visits as excused absences, provided that the proper protocol is followed.

State law currently permits a student, classified as a junior or senior, to be excused from attending school to visit an institution of higher education (IHE) accredited by a generally recognized accrediting organization for the purpose of determining the student's interest in attending the IHE. The student may be excused a total of not more than two (2) days each year for this purpose. Only the first two days of college visits for students meeting the above requirements shall be excused; Texas Education Code. Section 25.087. Prior to attending the college visit, the student should submit an Advanced Notice for School Absence form found online on the respective grade level information page under "Current Students." The student must have this form completed and submitted online before leaving school for the visit.

While at the college, the student must request a document from the college admissions office noting that the named student attended an official college visit. Upon return to school, the student must submit the college document to the Administrative Assistant-Attendance within 3 days to excuse absences. It is the responsibility of the student to ensure that all documents are properly completed and submitted. Failure to follow this protocol in a timely manner may result in the absence being recorded as unexcused.

Absences due to School-Related Events

When a school-related event causes a student to miss part of the normal school day, students are expected to be in attendance for all classes prior to dismissal for the event. If not in attendance prior to dismissal for the event, the student may not be allowed to participate in the event.

When a school-related event takes place after the normal school day is over, in order to be eligible to participate in the event, the student must be present for at least four academic periods of the school day, immediately prior to the school-related event. In general, once the student has arrived for school on the day of a school-related event, he or she should not leave school for any other reason in order to remain eligible to participate in the school-related event. Variance of this rule may be given by administrative exception. Staying home to rest before or after a school-related event, rather than attend classes is not acceptable. If absent the day after the event, the student may be restricted from participating in the next school-related event. Variance of this rule may be given through administrative exception.

Tardies

Tardiness is defined as arrival to class after the start time. The teacher shall mark the student tardy if the student is not in class when the bell rings. It is the responsibility of each student, with the support of parents/guardians, to be on time to school and each class. Students who are 5 or more minutes tardy to a particular class period are considered absent for that period. A student who is absent nine (9) or more days of classes per semester risks losing academic credit for affected courses.

After the 5th cumulative tardy there will be a \$5 fee assessed for the 6th unexcused tardy and each subsequent unexcused tardy, per semester.

Many factors can cause a student to be tardy; however, students who begin to exhibit habitual tardiness to class for unexcused reasons may be subject to disciplinary consequences in addition to the tardy fees assessed.

Truancy

Truancy is defined as an unexcused absence from school without the knowledge and consent of parents/guardians and/or the administration for all or part of any school day. Period truancy is defined as being absent from any class period or other student assembly during the school day for any length of time without appropriate permission. Full day truancy is defined as being absent from school for a full school day without appropriate notification.

Examples of truancy may include, but are not limited to the following:

- Leaving school without permission from administration
- Being on campus but absent from class(es) or other student assembly without permission
- Being in the parking lot during school hours without permission from the front office
- Obtaining permission to go to a certain place on campus and not reporting to that location

Students who are truant from school are subject to disciplinary consequences including but not limited to detention, Saturday school, suspension or withdrawal/dismissal. While truancy is never acceptable, off-campus truancy (leaving school without the school's permission) is a more serious matter and subject to greater disciplinary consequences.

Release of Student to Law Enforcement Officer

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

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

A student's parents or guardians shall be notified if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law

enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified regarding the presence of law enforcement or government officials on campus.

STUDENT RECORDS

Permanent Records

A permanent record of the educational history of each student who has attended a school in the Archdiocese of San Antonio shall be maintained.

A student file (i.e., permanent record) must be maintained for each student following the requirements outlined in Section V of the TCCB Guide to Quality and Effectiveness.

The permanent record should contain only these items: academic transcripts (high school) / permanent record card (elementary) (Form 3201A); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the student's permanent record should be forwarded to a new school.

A copy of the permanent record is retained by the school when a student transfers or graduates.

Individual Student Health File

Form: Student Cumulative Health Card – 3202A
Student Health Form – 3202B

A health file must be maintained on each student that will include the student's Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B). Health records kept in the student's health file and its contents are treated as confidential; they are available to the principal, school nurse, health coordinator and the professional staff, as necessary. Student health files shall be stored in a locked filing cabinet in a secure area of the school, which may be the school clinic or principal's office.

The Student Cumulative Health Card and Student Health Form may be kept electronically using the school's student data management system (e.g., Facts SIS).

STUDENT CUMULATIVE HEALTH CARD

The Student Cumulative Health Card (Form 3202A) must be maintained on each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The student's original cumulative card record is given to the receiving school when the student transfers to another school. If kept electronically and upon transfer or graduation, a paper copy shall be included in the student's file for transfer to the new school.

STUDENT HEALTH FORM

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness. The school must arrange for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.

Emergency Contact Information

Antonion must keep emergency contact information for each student enrolled in the school. The emergency contact information must contain pertinent information in case of accident or illness. Parents/guardians are reminded of this annually and asked to complete the Student Health Form for this purpose. It is the responsibility of the parent/guardian to update emergency contact information if changes occur during the school year.

Access to Records

Parents and eligible students have the right to access educational records and to request corrections or deletions of inaccurate or misleading information. If the school denies a requested amendment, any statement of disagreement submitted by the parent or student must be maintained as part of the record.

Except where prohibited by a court order, the non-custodial parent shall be granted access to the student's academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with an official, current court order restricting such access, if applicable.

Requests for access to records must be made in writing and may require at least twenty-four (24) hours' notice to allow for proper preparation.

Release of Student Records

All information contained within a student's file is confidential and shall be accessible only to the principal, authorized professional staff, the student's parents or legal guardians, and the student upon reaching the age of eighteen. Parents and guardians have the right to access their child's educational records.

Antonion shall provide full access to a student's records to either parent unless it has been presented with a valid court order, state statute, or other legally binding document that specifically restricts or revokes such access. Once a student attains the age of eighteen, the student assumes all rights of access to their educational records previously held by the parents or guardians.

Request and Transfer of Student Records

Permanent academic records and health records shall be released to a receiving school upon receipt of a formal request from that school. Such requests may be submitted via secure electronic transmission or by mail, using the designated Request for Records form (3205A).

A signed release form from the parent or legal guardian must accompany the request.

- When a student transfers to another Catholic school within the Archdiocese of San Antonio, the original permanent record and health records shall be transferred to the receiving school. A copy of these records shall be retained by the originating school.
- When a student transfers to a school outside the Archdiocese or to a non-Catholic institution, a copy of the permanent record and the original health records shall be transferred.
- The release of any special education or psychological evaluation reports requires a separate, specific signed release from the parent or legal guardian.

Following the transfer, the student's original permanent record or copy shall be filed as inactive, with a clear notation indicating the receiving school, the date of transfer, and the reason for the transfer.

CODE OF CONDUCT & DISCIPLINE

Conduct – Whether Inside or Outside the School

As noted in the section “PHILOSOPHY-THE ANTONIAN CORE VALUES,” Antonian expects its students to conduct themselves in morally and ethically upright ways. This applies whether a student's actions occur in school or outside of school.

A student may be subject to formative disciplinary consequences for any conduct, whether in school or outside of school, which may jeopardize the good name of the school community, be detrimental to the common good, or be harmful and offensive to members of the Antonian community. As a result, Antonian reserves the right to evaluate the student's ability to remain enrolled in light of actions that may have occurred either in school or outside of school.

Disciplinary Action – Penalties, Discretionary Procedures, and Exceptions

In establishing appropriate disciplinary regulations, the following are relevant guidelines:

- good classroom discipline is first and foremost the responsibility of the classroom teacher;
- emphasis should be placed on positive values rather than on punishment;
- in dealing with student behavior, respect for the personal dignity of the student should be evident; and
- conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be documented and kept on file.

The following disciplinary measures are forbidden:

- corporal punishment including, but not limited to spanking, shaking, slapping, pinching, etc.;
- language which is sarcastic or calculated to bring ridicule on the student, his or her parents/guardians, or background;
- using religious exercises or important class assignments as punitive measures; and
- any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive.

General Classroom Conduct Expectations

In order to establish and maintain an environment conducive to the learning process, following are the general expectations of students in the classroom:

- The student shall be in his or her seat before the tardy bell rings and remain seated unless given permission otherwise.
- The student shall come to class prepared with paper, books, pen, pencil, homework, notebooks, and appropriately charged electronic devices.
- The student shall contribute towards order and learning.
- The student shall be in proper dress and grooming code.
- Any student who distracts from the learning environment is subject to disciplinary action, which, if severe enough may result in the teacher immediately removing a student from the classroom for direct referral to the Dean of Students or another appropriate administrator.

Procedures for Conduct Violations

All matters in which a student is alleged to have violated the Antonian Standard or other school rules are under the purview of the Campus Administration. In such cases, the student will be interviewed to determine the level and type of violation. The Principal and/or designee has the legal authority and responsibility to investigate violations of the Student Code of Conduct and to interview students regarding the student's own conduct or the conduct of other students without prior notice to parents/guardians or the consent of parents/guardians to do so. School officials, to include law enforcement officers, exercise the authority to maintain the safety and security of the school environment and to prevent the disruption of instructional programs. In order to conduct an efficient and effective investigation and to avoid causing undue alarm, anxiety or giving incomplete information, parents/guardians will be notified at the discretion of the administrator conducting the investigation. The following pieces of information may be used in determining the validity of the allegation:

- student forthrightness
- Antonian employee observation
- results of any drug/alcohol tests administered
- detailed notes of investigation of facts by the Administration
- police reports/charges filed
- previous disciplinary records

Possible Consequences of Conduct Violations

Acknowledging that each conduct violation may bring its own set of circumstances, the Administration reserves the right to establish formative consequences that are deemed suitable for the circumstances. This having been said, Antonian does have a set of general measures that are commonly used to encourage a student to modify unacceptable behavior.

Verbal/Written Warning

Any Antonian employee may issue a verbal or written warning to a student when a violation by the student has been observed.

Parent/Guardian Contact or Conference

Any Antonian employee may communicate with parents/guardians via phone call and/or email to inform the parent/guardian that a violation by the student has been observed or to request a conference to discuss the violation. Furthermore, a parent/guardian may be required to attend a conference to discuss conditions for the student's continued enrollment.

Referral to Campus Counselor

Antonian campus administration or professional staff may refer a student to a campus counselor for counseling support, when needed.

Detention

For those students who need help with self-discipline and/or self-control, detention encourages them to move in this direction. Detention may be assigned before school, during assigned lunch periods, and/or after school, as determined by ACP Administration. Administration will notify each student of his or her assignment to detention prior to the day the detention is to be served, if the detention placement is to be served before or after school.

Saturday School

Saturday school may be implemented for repeated minor offenses, more serious offenses, and in cases of truancy. Tasks to be completed during Saturday school are at the discretion of school administration and may include menial work of a janitorial nature. Saturday School is held on designated Saturday mornings, generally from 8:00 am to 12:00 pm. If an emergency prevents a student from attending his or her assigned Saturday School, it is the student's responsibility to notify the Dean of Students in order to avoid further formative consequences. If a student arrives late to Saturday School, he or she will be rescheduled to serve it another Saturday as determined by the Dean of Students. A fee of \$20 is assessed for each Saturday school.

Suspension

A student may be suspended by the Principal or designee for a serious violation of school rules. The school will document the violation and the reason for the suspension. Written notice will be given to the parent or guardian of the student.

All decisions regarding the length of suspension are determined by school administration. Typically the length of suspension is one to three days, depending on the infraction and the situation, though suspension may be longer if deemed necessary by the administration.

Any student who is serving a suspension may not participate in extracurricular activities, either as a member of the organization or as a spectator, and may not be on campus or attend any Antonian event, even if the event is not on our campus. Any assignments made prior to the suspension period are due upon return to school. The absences for suspension shall be considered excused.

For any work assigned during the suspension period, please see the section on EXCUSED ABSENCES for due dates of work and maximum grades allowed.

In-School Suspension (ISS)

ISS may be assigned for violations of school rules when removal from regular classes is necessary, but the student's continued presence on campus is deemed appropriate. It is intended as an alternative to out-of-school suspension that supports both correction and restoration.

Assignment to ISS is at the discretion of the principal or designated administrator based on the severity and nature of the behavior. Parents/guardians will be notified of the ISS assignment, including the reasons and duration. During ISS, the student will complete academic assignments provided by their teachers and participate in reflection activities aimed at fostering personal growth and understanding of Catholic values. The student will be supervised at all times in a designated area separate from regular classes and peers. Students are expected to comply fully with ISS rules, including respectful behavior, punctuality, and engagement with assigned work. Failure to comply with ISS expectations may result in further disciplinary action.

Families will incur a fee to pay for a full day substitute who will monitor ISS.

The length of ISS will be determined on a case-by-case basis and communicated to the student and family. Upon completion of ISS, students will be supported in reintegrating into the regular school setting, with encouragement to maintain positive behavior and contribute to the school community.

Disciplinary Probation

Disciplinary Probation communicates that a serious behavioral situation exists. The condition may either have evolved through a pattern of behavior or through a particular event that brings into question the student's privilege of attendance at Antonian. A member of the administration will communicate the terms of the probation with the student and parent/guardian before the student is able to return to class. If a student violates the terms of the probation, the student may be asked to withdraw from Antonian. If the nature of an offense during the probationary period is egregious, the student may be subject to immediate dismissal from the school at the discretion of the Principal. Probation may last for a period of months, a semester, school year, or longer as determined by ACP administration, depending on the nature of the offense and when it occurs.

Student Conduct Board

The Student Conduct Board meets as needed at the call of the Dean of Students or other appropriate administrator, generally when there is a question of dismissal of a student. Students referred to the Conduct Board are suspended until the conclusion of the Conduct Board process. The student will be afforded the assistance of an Antonian employee to act as an advocate during the Conduct Board process. Antonian employees reserve the right to abstain from the process. The Conduct Board's ultimate concern is to consider what course of action is best for the student and for the school. The board makes a recommendation to the Principal, who makes the final decision.

When the Conduct Board is convened, the following procedures are followed:

1. The Dean of Students or other appropriate administrator presents the case to the Conduct Board. The student advocate is present and may address the committee or answer questions.
2. The student and his/her parent(s)/guardian(s) are brought into the meeting. The administrator explains the process. Parents are then excused from the meeting.
3. The student is allowed to make an opening statement.
4. The Conduct Board members ask questions of the student.
5. At the conclusion, the student is asked if he or she would like to add anything.
6. The student leaves the room, and parent(s)/guardian(s) re-enter the meeting and are allowed to address the Conduct Board.

7. The parent(s)/guardian(s) leave the room, and the advocate addresses the committee.
8. The advocate leaves the room.
9. The committee deliberates. The administrator present participates in the discussion but does not vote.
10. The Principal hears the recommendation of the Conduct Board from the appropriate administrator.
11. The parent(s)/guardian(s) will be contacted with the decision.

If the decision is for separation of the student from the school, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Expulsion

A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. A student may also be expelled from school following a series of offenses indicating a basically hostile, combative or uncooperative attitude, when other means of discipline have failed. A student may be subject to immediate expulsion at the discretion of the Principal.

Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she participates in disruptive activities by a group such as a gang; possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities; smokes or uses any tobacco product on school property or at a school-related activity; possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity; threatens bodily injury or harm to a student/school personnel; assaults a student, parent or any school personnel; vandalizes school property or the property of others; engages in chronic or repeated behavior which disrupts the learning environment.

GRIEVANCE FOR STUDENT EXPULSION

The following grievance procedure shall apply only to instances of student expulsion.

Procedure

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents who seek redress for their expelled child should first confer directly with the principal (i.e. conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Superintendent's Office (Archdiocesan schools). This request should be submitted within five (5) working days.

If the Superintendent agrees with the Principal's decision, he/she may decline to meet, and inform the parent that the Principal's decision stands. If the Superintendent agrees to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting.

GRIEVANCE FOR NON-EXPULSION

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Antonian provides an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. In the event of such occurrences, the executive administration, along with other pertinent staff, will hear grievances. In the event consensus cannot be determined, the matter may be referred to the Student Conduct Board.

Substance Abuse

No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises or off school premises at a school-related activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy.

Students who violate this policy shall be subject to disciplinary action, including expulsion.

A prohibited substance is defined as:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content;
3. Alcohol or any alcoholic beverage;
4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or
5. Any other intoxicant or drug, legal or illegal that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior or alertness.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Under the influence means a student's faculties are noticeably impaired. The student need not be legally intoxicated.

Search and Seizure

With reasonable suspicion, the Principal and/or designee may search student desks, lockers, and belongings including, but not limited to clothing, vehicles, handbags, briefcases, backpacks, electronic devices, and other items in a student's possession.

Antonian may periodically acquire the services of a drug detection organization during the school year for random searches.

If a circumstance arises that calls into question the use of alcohol or illegal drugs by a student, the school reserves the right to request the student be subjected to drug or alcohol testing at the expense of the parent/guardian.

Bullying

It is Antonian's goal to provide a safe, positive and productive educational environment. To that end, all members of the Antonian community—whether employees, students, or parents/guardians—are to be treated with dignity and respect. Harassment in any form, including bullying and cyberbullying, is prohibited. This prohibition against acts of harassment applies to all people engaged in all school-sponsored activities, including but not limited to all students, regular or temporary, part-time or full-time employees, volunteers, instructors, and consultants. Further, this prohibition applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Antonian likewise prohibits retaliatory behavior against any complainant or any participant in the complaint process. Any Antonian student found to be in violation of this policy is subject to disciplinary action up to and including expulsion.

Bullying, a form of abuse, means engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or
2. is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. interferes with a student's education and substantially disrupts the operation of a school.

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

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

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

Reporting, Response and Investigation of Bullying

To help ensure bullying does not occur on Antonian property, the Administration provides professional development training in bullying prevention and cultivates acceptance and understanding, particularly through the guiding principles of the Antonian Core Values, in all students and employees to build each person's capacity to maintain a safe and healthy learning environment.

Antonian employees are to discuss this policy with students in appropriate ways and should assure them that they need not endure any form of bullying. Counseling services for those affected by incidents of bullying are available through the Antonian Counseling Department. The point of contact for these services is the Director of Counseling Services.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. It is of utmost importance that any Antonian student or employee who is aware of any circumstance of bullying immediately reports incidents to the Principal, other member of the administration, or the Director of Counseling Services. This may be communicated in person or via electronic communication. Students may anonymously report incidents of bullying, harassment, and/or any other serious concern by emailing help@antonian.org or submitting an anonymous incident report on the school website. An Antonian employee who witnesses such acts should take immediate steps to intervene when safe to do so.

Each complaint of bullying shall be promptly investigated by the administration in a thorough and confidential manner consistent with local, state, and federal law regarding anti-discrimination and the protection of civil and human rights. The administration shall notify the parent/guardian of the alleged victim on or before the fifth business day after the incident is reported and shall notify the parent/guardian of the alleged bully within a reasonable amount of time after the incident.

If the student or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian should contact the Principal.

Hazing

Antonian shall not tolerate any hazing of students and prohibits hazing at all times. This prohibition against hazing applies to all people engaged in all school-sponsored activities, including but not limited to all students, regular or temporary, part-time or full-time employees, volunteers, instructors, and consultants. Teachers, administrators, coaches, moderators, and other school employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing. Further, this prohibition applies while on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the

physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Reporting, Response, and Investigation of Hazing

Teachers, administrators, coaches, moderators, school employees, or other adult supervisors shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, or observes, or has knowledge or belief of conduct that may constitute hazing shall immediately report incidents to the Principal, other member of the administration, or the Director of Counseling Services.

Antonian employees are to discuss this policy with students in appropriate ways and should assure them that they need not endure any form of hazing. Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel that they have been subjected to hazing should talk with the Principal, other members of the administration, or Director of Counseling Services. Staff members who have concerns about possible hazing behavior are encouraged to talk with the Principal, other appropriate members of the administration, or Counseling Services. All reporting is considered strictly confidential. Students may anonymously report incidents of bullying, harassment, and/or any other serious concern by emailing help@antonian.org or submitting an anonymous incident report on the school website.

Each complaint of hazing shall be promptly investigated by the Dean of Students or other appropriate member of the administration, in a thorough and confidential manner. Students who are found to be in violation of this policy are subject to disciplinary action up to and including expulsion.

Sexual Harassment Policy for Students

Antonian College Preparatory is committed to providing a safe and respectful learning environment free from sexual harassment. Sexual harassment of students by staff, volunteers, other students, or any member of the school community is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that interferes with a student's educational experience or creates an intimidating, hostile, or offensive environment.

Students who experience or witness sexual harassment are encouraged to report the incident promptly to a staff member, school counselor, or administrator. All reports will be taken seriously and handled with confidentiality and sensitivity. The school will conduct a timely, thorough, and impartial investigation. Any individual found to have engaged in sexual harassment will face appropriate disciplinary action, which may include suspension, expulsion, or termination of employment.

The school will provide resources and support to affected students and implement proactive measures, including education and training, to prevent sexual harassment and promote a culture of respect consistent with Catholic values.

Use of Cell Phones, Smartwatches, AI Glasses, Earbuds/Headphones and Other Electronic Communication Devices

Cell phones and other personal electronic communication devices can serve as interruptions and distractions to the learning environment, and in some cases can lead to increased incidents of academic dishonesty and disciplinary problems. Antonian seeks to foster good digital citizenship and habits that do not conflict with the learning process. In order to stem the negative consequences, the use of cell phones, smartwatches, AI Glasses, earbuds/headphones and other electronic communication devices by students on campus is prohibited from the start of first period to the end of eighth period.

Students must keep all personal devices turned off and stored securely during the school day.

Following new Texas state law (June 2025) Antonian intends to transition to a full cell-phone free school. To begin the school year and until further notice, ACP has elected to allow students the use of their personal cell phones during a student's lunch period and only when the student is in the cafeteria, gallery or picnic tables outside the cafeteria. Phones may be confiscated at any other time outside a student's lunch period, including when they are on the way to or from lunch or in the process of walking out of the campus during an early dismissal. Phones may be confiscated in any location other than the cafeteria, gallery or picnic tables including the hallways. We intend to use this time as a test period to see if students can responsibly adhere to these requirements, thereby creating a better learning environment as state law intends, while also allowing some time (lunch) for students to use devices for personal reasons.

Students are assigned and permitted to use school-issued Chromebooks when needed to engage in academic coursework and conduct school business. Students are not permitted to use their own personal laptops or other devices on campus.

A student may not use a cell phone, smartwatch, AI Glasses, earbuds/headphones or other electronic communication device during broader school gatherings including but not limited to passing periods, Mass, other religious gatherings, assemblies, grade level meetings, pep rallies, etc. unless given explicit permission by an Antonian faculty/staff member.

Cell phones, AI Glasses, earbuds/headphones, or other electronic devices should not be seen in the hallways at any time, even if they are not actively being used. If seen, the electronic device(s) will be confiscated and turned in to the office. In the case of students using, earbuds/headphones, the student's cell phone will be confiscated. The use of cell phones, smartwatches, AI glasses, earbuds/headphones and other electronic devices in all student restrooms is also prohibited during the school day. Electronic devices may only be used during a student's lunch period while in the cafeteria, gallery or picnic tables. If a student needs to make a call during the day they may use a phone in the front office.

Exceptions may be granted for students with documented health or safety needs, subject to approval by school administration.

Parents requiring urgent communication with their child during the school day should contact the school office directly. Parents are asked to assist their children with the compliance with this policy by not sending communications to students during the school day. If it is necessary for a parent to

send communication to a student during the school day, the parent should have a clear understanding with the student that the message should only be retrieved at times permitted under this policy.

If a student is found to be in violation of this policy, the student's cell phone or other electronic communication device will be confiscated. The student will be able to retrieve his or her cell phone or other electronic communication device based on the following set of progressive consequences:

- Violation #1: device is confiscated, verbal warning is issued, and device is returned at the end of the school day
- Violation #2: device is confiscated, **detention assigned**, and device is returned at the end of the school day
- Violation #3: device is confiscated; \$25 fee is assessed, **detention assigned**, and device is returned at the end of the school day
- Violation #4 and more: device is confiscated; \$50 fee is assessed, **detention assigned**, and device is returned at the end of the school day

If excessive violations occur, further disciplinary action may be taken, increased fees may occur, and administration reserves the right to require withdrawal for non-compliance with policy.

Effect of Conduct Violations on Student Leadership Positions

To hold a position of leadership, a student must have conduct that is in good standing. Any student on disciplinary probation will not be eligible to hold a position of student leadership. Any student who holds a position of student leadership will be removed from the position should he or she be placed on disciplinary probation or suspended. Students seeking positions of student leadership should meet all aspects of the Antonian Core Values. At the discretion of the Administration, a student who is deemed to be in violation of the Antonian Core Values during the process of seeking a position of student leadership (i.e., in campaign documents, speeches, etc.), will be disqualified from running for the position.

ELECTRONIC COMMUNICATION AND ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Antonian provides technology resources to support the educational experiences of its students. Use of these resources is a privilege, not a right. In order to encourage students to behave in appropriate ways when using these resources, Antonian has established policies regarding electronic communication and acceptable use of technology resources by its students.

Whether an electronic communication or use of the technology resources occurs within or outside of Antonian property, during or after school hours, when a student's actions jeopardize the safe environment of Antonian or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. Violations of Antonian's electronic communication policy will be addressed following existing disciplinary policy. Antonian reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cell phones, watches, AI glasses, tablets, gaming devices, cameras, school-issued devices, or other electronic communication equipment of any type.

Users of Antonian’s technology resources, including equipment, cloud-based applications, and network, should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

Antonian is obligated to follow state and federal laws regarding the use of filters on computers connected to the Internet. Users of Antonian technology resources are subject to federal, state, and local laws governing interactions that occur on the Internet.

Scope of Policy

Antonian’s Electronic Communications and Acceptable Use of Technology Resources policy applies to all users of the technology resources owned or managed by Antonian. This includes but is not limited to Antonian employees, students, parents/guardians, and any guests accessing the resources.

Computing resources include all Antonian-owned, licensed, or managed hardware, cloud applications and software, and use of the Internet via a physical or wireless connection, regardless of the ownership of the computer or device connected to the Internet.

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

Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through Antonian’s equipment, connectivity resources (e.g., Wi-Fi) or using a personal device.

1. **Professional electronic communication** is a work-related activity that is school based and addresses instructional, educational, or extracurricular program matters.
2. **Personal electronic communication** use is a non-work-related activity.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, TikTok, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media that may be developed in the future are covered by this policy.

Prohibited Electronic Communications

Prohibited electronic communications are those which:

- are of a sexual nature;
- threaten, libel, slander, malign, disparage, harass or embarrass members of the Antonian community;
- include any action that violates Antonian’s existing behavioral standards covered by the Student-Parent Handbook;
- include use of obscene or inappropriate language; or

- causes harm to the Antonian community, regardless of where the electronic communication occurs or from where it originates.

On occasion for purposes of remote learning, video conferencing platforms are utilized. Any misconduct related to use of these platforms (direct inappropriate entry or providing access for inappropriate entry) is prohibited and may be reported to law enforcement or other authorities.

Communication between teacher and student must be professional and should only be used to address instructional, educational, and extracurricular program matters. Personal electronic communication between any employee and student is prohibited until the student has graduated and is over 18 years of age.

Prohibited Actions

- Action that may threaten or compromise computer resources in any way
- Sharing or providing access to personal or Antonian-related/owned accounts or computer/digital resources
- Use any type of storage device or method to copy files to or from any Antonian computing resources unless authorized by an appropriate Antonian employee

Acceptable Use of Technology Resources

The following items describe acceptable use of Antonian computing resources:

- Users may only use the computing resources for which they have authorization.
- Users may only use their own accounts and must not attempt to access another student's account or attempt to obtain another student's passwords.
- Users are to abide by all rules when accessing computing resources of a third-party vendor (i.e., electronic databases, etc.).
- Users should make reasonable effort to protect their own passwords, files, storage media, etc. from authorized use or access.
- Users are to refrain from any action that may threaten, damage, or compromise computing resources in any way.
- Users are to refrain from using any type of storage device, medium, or method to copy files to or from any Antonian computing resource unless authorized by an appropriate Antonian employee.
- Because of limited computing resources, users are expected to be courteous in their use of computing resources by not usurping access to the computing resources to the detriment of another user.
- Users are to refrain from using Antonian computing resources to play computer games, send digital messages, check personal email, etc.

Digital Citizenship

Digital citizenship is a term that has been coined to describe the way users of computing resources do so in appropriate and responsible ways. Just as students of Antonian are expected to treat others in courteous and respectful ways, so, too, are students expected to treat each other through digital means. Students who use Antonian computing resources should do so in ways that minimize negative effects on others, only use computing resources when appropriate, and respect others online by not engaging in cyberbullying, inflammatory language, etc. Students should use good judgment

and caution when communicating with any person online, especially because it may not be possible to verify the identity of the person with whom the student is communicating.

Students who act in ways that are deemed by the Administration to be in opposition to positive digital citizenship will be subject to appropriate disciplinary consequences. This may include, but is not limited to:

- searching for, sending, or receiving messages, pictures, or audio clips that are deemed offensive to members of the Antonian community;
- unlawful copying, saving, or redistributing of copyrighted material;
- subscribing to any services or ordering of any goods or services through Antonian computing resources;
- sharing through electronic communication the personal contact information (i.e., address, phone number, email address, etc.) of any member of the Antonian community without the express permission of the person whose information is being shared; or
- using any picture of the school, image that brands the school, videos of school- or class-related material or activities, or pictures or videos of teachers or administrators on websites, blogs, social media apps or any Internet-based location without the express written permission of the Principal.

Reporting Information Learned through Technology Resources

It is of utmost importance that any student who, through use of technology resources, learns of information that may be of harm to an individual (i.e., knowledge of a cyberbullying situation, an outcry of another member of the Antonian community of intended self-harm, or a threat of harm to someone else) or of harm to the reputation or property of Antonian or any of its employees, report this knowledge as soon as possible to the Principal, other appropriate member of the administration, or the Director of Counseling Services. This may be communicated in person or via electronic communication.

Electronic Transmission of a Sexual Image

Antonian has a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting).

The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

- the Department of Child Protective Services (CPS), or
- local law enforcement agency, and
- to the guardians' of all responsible and/or depicted parties, and,
- the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then the school must follow their investigation protocol in addition to complying with the school's obligations to report as

stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed. A minor is any person younger than 18 years of age.

AI Use and Acceptable Technology Use Policy

Antonian supports responsible use of artificial intelligence (AI) tools and technologies to enhance learning. Students may use AI resources only in ways that align with academic integrity, respect privacy, and uphold the school's values.

Guidelines for AI Use:

- AI tools should be used as a supplement to student learning, not as a replacement for original thought or work.
- Students must clearly disclose when AI has been used in assignments or projects, following teacher instructions.
- AI must not be used to cheat, plagiarize, or submit work that is not the student's own.
- Students should never share personal information or login credentials with AI platforms.
- Use of AI to harass, bully, or create inappropriate content is strictly prohibited.
- Students must follow all other school technology policies when using AI tools, including respecting copyright and intellectual property rights.
- Teachers and staff may monitor AI-related activities to ensure compliance with school policies.

Violations of this AI policy may lead to disciplinary action, consistent with existing technology and academic integrity policies.

Use of School Issued Chromebooks

Students are issued Chromebooks for use on and off-campus. Students are not permitted to use their own electronic devices. In using school issued Chromebooks, students must agree to the following.

- I am responsible for any damage to the Chromebook.
- In the event of theft, vandalism, or other covered incidents, I will file a police report as required by the insurance policy.
- I will take proper care of the Chromebook at all times.
- I will never leave the Chromebook unattended.
- I will keep food and drinks away from the Chromebook to prevent damage.
- I will not attempt to repair, disassemble, or modify any part of the Chromebook.
- I will not reconfigure or alter the operating system of the Chromebook.
- I will not remove or alter any installed software, settings, restrictions, or management profiles.
- I will use the Chromebook responsibly, in accordance with Antonian's College Preparatory High School expectations and for educational purposes only.
- I will not decorate the Chromebook with stickers, markers, or any other materials.
- I will not tamper with or remove the serial number or any identifying labels on the device.

- I will abide by all relevant policies, including the Antonian College Preparatory High School Agreement for Use of Computers and Telecommunications, Archdiocesan policies, and the Student-Parent Handbook.
- I understand that if I withdraw from Antonian College Preparatory High School, I must return the Chromebook. Failure to do so will result in a charge equal to the fair market value of the device and charger.
- When I graduate from ACP, I will return the Chromebook and charger. If I fail to do so, I will be charged the fair market value of the device and charger.

This agreement is subject to change or amendment as deemed necessary by Antonian College Preparatory High School.

Google Workspace for Education

Antonian College Preparatory High School provides all students with a Google Workspace for Education account. These accounts are designated for educational use only and facilitate collaboration between students and staff. Students may access their accounts from any device with an internet connection.

Overview of Google Workspace

Google Workspace for Education is a suite of online tools designed to support communication, collaboration, time management, and document storage. These tools, provided at no cost to the school by Google, include:

- *Gmail*: A fully functional email service
- *Calendar*: A customizable calendar and task manager
- *Contacts*: An address book for managing contacts
- *Google Docs*: An application for creating, sharing, and collaborating on documents, presentations, videos, and more
- *Google Classroom*: A platform that enables teachers to assign, collect, and grade student work electronically

Purpose

The use of Google Workspace supports the school's commitment to:

- Equipping students with practical skills in current technology applications
- Enhancing communication between students and educators
- Facilitating the paperless exchange of assignments, especially during remote learning periods
- Promoting collaborative learning and peer feedback

Official School Email

Each student will receive an official email account under the antonian.org domain. This email will serve as the student's primary school communication tool throughout their enrollment.

Expectations for Use

Students are expected to conduct themselves in a responsible and respectful manner consistent with the school's code of conduct. The use of obscene, profane, threatening, or disrespectful language is strictly prohibited. All communications must be related to academic purposes. Students should report any inappropriate content or discomfort to a teacher immediately. Bullying and violations of privacy

will not be tolerated. Detailed guidelines for electronic communication are outlined in the Agreement for Use of Computers, Chromebooks, and Telecommunications.

Access and Monitoring

Access to Google Workspace accounts is a privilege granted by Antonian College Preparatory High School. The school reserves the right to suspend or revoke access if there is reason to believe that laws or school policies have been violated. Any such incidents will be referred to school administration for review and appropriate disciplinary action, as specified in the Student/Parent Handbook.

Privacy Notice

The school maintains the right to monitor and review content within Google Workspace accounts to ensure compliance with all applicable state and federal privacy laws and school policies.

DRESS AND GROOMING CODE

General

Antonian considers pride in one's appearance to be an essential mark of the mature person. It is expected, therefore, that each student will reflect that pride by consistently manifesting a respectable and appropriate appearance in matters of personal hygiene and dress. To promote those skills Antonian has established a code of dress and appearance conducive to a serious scholastic and values-oriented environment. Antonian has contracted with Flynn O'Hara Uniforms to be the official provider of uniforms for Antonian students. **As such, Antonian expects students to make every effort to wear only Flynn O'Hara products.** The Administration has the discretion to make an exception for another uniform source, but such exceptions must be approved in writing prior to the student wearing a uniform item from another source.

Per policy of the Archdiocese of San Antonio, students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities.

On each school day, students should be in compliance with the dress and grooming code for the entire school day. Antonian reserves the right to ask a student to change to conform to the school dress code. If a student is in violation of the dress code and cannot immediately adhere to it, students may be kept from returning to classes until they are in compliance. In all matters of dress and appearance, the Administration is the final arbiter.

Students who routinely neglect to bring a particular uniform item may be required to purchase one from Antonian.

Essential Articles of Clothing

There are essential articles of clothing that comprise the school uniform. Likewise, there are essential articles of clothing that should be worn in order to be properly attired on Spirit Dress Days.

Male Formal Day Uniform

For Mass days or other special occasions during which more formal attire is appropriate, the formal day uniform shall be worn. For boys, this includes:

- Navy blue slacks
- White long-sleeved oxford shirt (must remain tucked in during the school day). **The shirt collar must be seen if covered with outerwear.**
- Tie of the student's choice (ties tied and worn neatly for the duration of the school day)
- Appropriate dress socks (not athletic socks)
- Belt made of leather, solid brown, or solid black, with a normal belt buckle
- Black, brown, or cordovan leather hard-sole dress shoes. “Hey Dudes” and other shoes of a similar style are not permitted on formal days.
- **Optional: Only Antonian signature uniform outerwear including the navy-blue sweater, navy blue fleece jacket, or navy sweatshirt by Flynn O’Harra may be worn on Mass days**

Male Regular Day Uniform

On days other than Mass days or special occasions, more casual attire is permitted. For boys, this includes:

- Navy blue or khaki slacks - full length
- Khaki or navy uniform shorts
- Red, white, or Columbian blue polo-style knit shirt. **The shirt collar must be seen if covered with outerwear.**
- Navy, white or black crew length or athletic-style socks
- Belt made of leather, solid brown or solid black, with a normal belt buckle
- Shoes as follows:
 - Athletic shoes with laces that are not of extreme color (example: neon); this generally means white or black with like trim; school colors (red, white, Colombian blue) are permitted; athletic shoes must not be slip-ons and should not have any print, plaid, or checkerboard patterns
 - Black, brown, or cordovan leather hard-sole dress shoes
 - Top-Sider-style shoes (i.e., Sperry brand) that are brown, tan, or navy blue and do not have any print, plaid, or checkerboard patterns
 - High top shoes that are in keeping with the guidelines of athletic shoes described above are permitted on regular attire days only

Female Formal Day Uniform

For Mass days or other special occasions during which more formal attire is appropriate, the formal day uniform shall be worn. For girls, this includes:

- Navy blue pleated skirt or navy blue slacks
- White short-sleeved or three-quarter length blouse. **The shirt collar must be seen if covered with outerwear.**
- Navy blue or white knee high or crew length socks (excluding athletic-style socks)

- Black, brown, or cordovan penny loafers or hard-sole saddle shoes
- **Optional: Only Antonian signature uniform outerwear including the navy-blue sweater, navy blue fleece jacket, or navy sweatshirt by Flynn O’Harra may be worn on Mass days**

Female Regular Day Uniform

On days other than Mass days or special occasions, more casual attire is permitted. For girls, this includes:

- Navy blue or khaki pleated skirt or navy or khaki slacks
- White short-sleeved or three-quarter length-sleeved blouse with hemmed bottom. **The shirt collar must be seen if covered with outerwear.**
- White or navy knee-high, crew length, or athletic-style socks
- Red, white, or Columbian blue polo-style knit shirt. **The shirt collar must be seen if covered with outerwear.**
- Optional: black or navy solid (no prints) full length tights/leggings to be worn under skirt
- Shoes as follows:
 - Athletic shoes with laces that are not of extreme color (example: neon); this generally means white or black with like trim; school colors (red, white, Colombian blue) are permitted; athletic shoes must not be slip-ons and should not have any print, plaid, or checkerboard patterns
 - Black, brown, or cordovan penny loafers
 - Hard-sole saddle shoes
 - Top-Sider-style shoes (i.e., Sperry brand) that are brown, tan, or navy blue and do not have any print, plaid, or checkerboard patterns
 - High top shoes that are in keeping with the guidelines of athletic shoes described above are permitted on regular attire days only

Spirit Day Attire - All Students

On days designated for Spirit Dress (generally most Fridays), students are permitted to wear:

- Antonian red, white, or Columbian blue t-shirt or Antonian-branded shirts that are obtained directly through Antonian may be worn. **Students may not “up-tuck,” tie, or alter shirts in any manner that exposes their midriff, back or shoulders.**
- **Antonian hoodies may only be worn on Spirit Days**
- Blue or black jeans with NO holes, tears, tatters, or jewels
- Crew length or athletic-style socks
- Regulation shoes permitted for regular dress days; in addition, the following shoes are permitted for Spirit Dress:
 - Slip-on athletic-style shoes
 - Dress boots

Outerwear/Undershirts

There may be occasions, such as for colder weather outdoors or air-conditioned climates indoors, when outerwear or undershirts may be necessary. Outerwear includes sweaters, sweatshirts, jackets, hats, caps, heavy coats, etc. No article of outerwear should replace an essential article of clothing

required to be properly attired, but some articles of outerwear may be worn over the essential school uniform as follows:

- On a Mass day or other special occasion when the formal day uniform is worn, the Antonian signature navy sweater, Antonian signature navy fleece jacket, or navy Antonian signature sweatshirt may be worn.
- On days when the regular day uniform is worn, official Antonian-branded outerwear sweatshirts, **excluding hoodies**, may be worn and can be obtained directly through Antonian Trading Post or the varsity cardigan sweater obtained through Flynn O'Hara. **Antonian hoodies may only be worn on Spirit Days.**
- For females - optional: black or navy solid (no prints) full length tights/leggings to be worn under skirt

Heavy coats other than an Antonian letter jacket should not be worn inside the building during the school day.

For undershirts, if a short-sleeved undershirt is worn, it shall be white only. If a long-sleeved undershirt is worn, it shall be the same color as the uniform shirt being worn (red, white, or Columbian blue). There shall be no visible printing/design on undershirts and undershirts should not be visible (extend) beyond the hem of the shirt.

Other Provisions of Dress and Grooming

All students are expected to be neatly dressed and well-groomed. Neatness and good grooming is likewise expected of all Antonian students any time they are at school and at all school functions and activities. When students are permitted to be in non-uniform clothing in school and for school-related events on evenings and weekends, the clothing must conform to general modesty standards.

Students are strongly encouraged to label all of their belongings, including any uniform items, with their names to be able to identify any missing items.

Girls' skirts shall be no shorter than two inches above the bend of the back of the knee or alternatively, no shorter than two inches below the fingertips with arms extended in a relaxed manner at the student's side. Skirts shall not be rolled at the waist at any time during the school day. As with other dress code items, if a student is in violation of the skirt length rule and cannot immediately adhere to it (i.e unrolling the skirt to the proper length), students may be kept from returning to classes until they are in compliance. Alternatively, the student may purchase black or navy solid (no prints) full length tights/leggings from the school and wear them for the duration of the day in order to be in greater compliance with the dress code. Students persistently in violation of this rule may be required to wear uniform pants.

Slacks, whether worn by a boy or by a girl if she so chooses, shall be worn at the waist and not on the hips. Slacks should not be of the style considered "skinny" or "tapered."

Nail polish on girls should be subtle and not of an extreme or distracting color. Nail polish on boys is not acceptable.

Hairstyles should be neat, clean, and moderate at all times. Extreme, exaggerated, or unusual hairstyles are not permitted. This may include but is not limited to spiked hair, Mohawk hair designs, or line/pattern designs. Hairstyles should not appear to be ragged or unkempt.

Only artificial color that emulates a natural hair color is permitted. Subtle highlights are permitted but must be worn without extreme variation of the student's natural hair color.

Boys' hair may not extend beyond the eyebrows, ears, or bottom of the collar. Ponytails for boys are not permitted.

Boys are to be clean shaven at all times and sideburns shall not extend lower than the middle of the ear. A student will be required to shave at school the same day in order to be in compliance with this rule.

Students in violation of hair policies must remedy their hair within five days of notification by the administration.

Head coverings of any kind, including but not limited to hats, caps, hoods of sweatshirts, or kerchiefs, are not to be worn inside the building.

Earrings and posts on boys are not acceptable wear at school. No tongue rings, nose piercings, or other visible body piercings are permitted. Ear piercings for girls are permitted. Covering any piercings to hide jewelry or the use of spacers is not permitted. Students may not wear jewelry that is gaudy, Gothic, or otherwise not in keeping with the conservative nature of the uniform.

Any tattoos must be covered and not visible.

Consequences of Dress and Grooming Code Infractions

In the unfortunate circumstance that a student is found to be non-compliant with the Dress & Grooming Code, much like consequences of conduct violations, Antonian has established formative consequences that are deemed suitable for the circumstances. Generally, students are provided the opportunity to correct a dress code infraction immediately. If a student is in violation of the dress code and cannot immediately adhere to it, students may be kept from returning to classes until they are in compliance. The intent of these consequences is to encourage a student to better comply with the Dress & Grooming Code.

For minor dress code violations, generally defined as those things that can be fixed fairly easily, the following consequences are in place:

- 1st incident - Verbal warning
- 2nd incident - Verbal warning
- 3rd incident and any additional incidences - detention may be assigned (before school, during lunch, or after school)

These are assessed by semester.

For more blatant dress code violations, generally defined as those that cannot be easily fixed, students may be kept from returning to classes until they are in compliance. Students will be allotted

the opportunity to have whatever portion of the uniform needs attention brought to them from home and will be allowed to return to class once they can be in compliance with the dress code.

Students who routinely neglect to bring a particular uniform item may be required to purchase one from Antonian. For instance, if a student develops a habit of not wearing a required school shirt, they will receive two warnings (but must still correct the dress code infraction before returning to class), and on the third and subsequent violations may be required to purchase a uniform shirt (or other item if applicable) from Antonian.

When excessive incidences of non-compliance occur, the Administration reserves the right to ask the parent/guardian to withdraw the student.

MORALITY

Chastity

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teaching that all people, regardless of sexual orientation, are to live a life of chastity. Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

Sexual Orientation and Gender

The Catechism of the Catholic Church states:

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

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

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

Maternity/Paternity Issues

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

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

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

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

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

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

If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider.

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

Abortion

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

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

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

Marriage and Cohabitation

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

EXTRACURRICULAR ACTIVITIES

Program Activities

The opportunity to participate in extracurricular activities is a privilege extended to all students at Antonian. Participation in extracurricular activities places students in a position of recognition and often bestows the position of role model upon the student participants. Student who elect to accept the privilege of participating in extracurricular activities must recognize that they are a representative of Antonian, and will be held to a higher standard of conduct than that applied to other students. This applies to both school-related and non-school related activities. Students are subject to state law, Antonian policies, school rules and regulations, the organization's requirements, and Texas Association of Parochial and Private schools (TAPPS) rules. Students participating in extracurricular activities who do not meet these standards of appropriate behaviors could be denied participation in the activity.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year. All sponsors and coaches of extracurricular activities, clubs, and organizations including, but not limited to, TAPPS athletics, marching band, spirit organizations, etc., are to adopt and enforce standards of behavior. These standards/expectations will be higher than the campus-developed student conduct and may be a condition of membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

The activities program, including athletics, is the responsibility of the Principal and is under his/her general supervision. Any activity or program held during the school day should meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school. Antonian is a member of the Texas Association of Private and Parochial Schools (TAPPS), which offers competitions for students in the areas of academics, art, athletics, dance, cheer, music, speech, and theater. The Athletic Director has been charged with the responsibility for Antonian's compliance with all TAPPS rules and regulations. If a possible violation ensues, the Principal will be advised of such immediately and before any action or investigation is conducted.

Program Budgets

The head coach/moderator of each extracurricular activity will be provided information regarding the budget for his or her activity by the staff of the Antonian Business Office, specifically the Dean of Business Operations. Each head coach/moderator will follow all business protocols, including obtaining any necessary approvals, for the acquisition of any materials/equipment for his or her program. All head coaches must obtain approvals through the Athletic Director. Other moderators of extracurricular activities generally receive approvals through the Director of Student Activities.

Gate and Security for Extracurricular Events

The Athletic Director is specifically charged with the responsibility to arrange for ticket purchases and entry fee collections (gate) to Antonian athletic events. When an event warrants the use of security personnel, the Athletic Director will make necessary arrangements to acquire appropriate security services.

For other extracurricular events, the moderator in charge of the program is specifically charged with the responsibility to arrange for ticket purchases and entry fee collections (gate) to the event. When an event warrants the use of security personnel, the moderator in charge of the program will make necessary arrangements to acquire appropriate security services.

Responsibilities of Spectators at Extracurricular Events

To abide by the Antonian Core Values, all participants and spectators will:

- remain only in areas specifically designated for spectator fans unless authorized by the Administration with a field/court pass;
- respect decisions made by event officials/judges;
- show respect for coaches and players of all teams/other school participants; and
- stand and remain silent (or sing) during the playing of the National Anthem/school song of Antonian or competitor school(s).

Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any extracurricular event.

It is a sign of maturity and Christian charity that Antonian spectators cheer for their school, not against another school, and especially, not against any one individual.

Noisemakers, projectiles, and fireworks are prohibited.

A school may be punished for the offensive behavior of its spectators or participants. Such an offense could impose a penalty on the entire athletic program at Antonian. The Administration asks the students, the parents/guardians, and the alumni to solicit the cooperation of the spectators in order to protect the reputation of the school.

Extracurricular Activity Eligibility

To be eligible for the privilege of representing Antonian in an extracurricular activity, a student must meet the eligibility requirements of Antonian as approved by TAPPS.

Any member of an extracurricular activity whose conduct is detrimental to the good name of Antonian may be suspended from the team/group and will forfeit the right to an extracurricular letter award. Any member of an extracurricular group found smoking, drinking, or using drugs may be removed from the team/group and will be subject to referral to the administration for further disciplinary consequences.

When a student has been absent from school, he or she may not be eligible to participate in a practice or contest on the day of the absence (see Student-Parent Handbook section “Absences Due to School-Related Events”).

For purposes of extracurricular participation status, student progress is monitored at each quarter end. Students who are failing more than one course (grade average below 70) at each quarter end are placed on the ineligibility list. A student may earn removal from the ineligibility list at the mid-quarter point (approximately 4 weeks) of the subsequent quarter or the end of the subsequent quarter. These students may practice, but they may not participate in any competitive event or performance. These students may not wear uniforms or attend a game or event in any capacity other than as a spectator.

Protocol for Students Leaving School Due to Extracurricular Activities

It is Antonian policy that the head coach/moderator of an Antonian extracurricular activity is responsible for the reporting of the need for dismissal of students to the Administrative Assistant-Attendance or designee.

In the case of athletic programs, the head coach must present a specific and accurate listing of student athletes who will need to be absent from class to the Athletic Director no less than five days prior to the day of the scheduled dismissal. The Athletic Director will then present this to the Administrative Assistant-Attendance or designee no later than three days prior to the day of the scheduled dismissal.

In the case of other organizations, the moderator must present a specific and accurate listing of student athletes who will need to be absent from class the Administrative Assistant-Attendance or designee no later than three days prior to the day of the scheduled dismissal.

Variance to the timing of remittance of lists to the Administrative Assistant-Attendance or designee for post-district play may be made by administrative exception.

Extracurricular Activity Travel Guidelines

On some occasions, it may be necessary for the members of an Antonian extracurricular activity to travel outside the San Antonio area. Depending on the needs of the group, the head coach/moderator may elect to stay overnight prior to the event. The following overnight travel policies should be followed by all students, support personnel, and student-fans:

- All students should follow the basic itinerary set forth by the head coach/moderator of the group with which the students are traveling. No deviation or changes should be made from the itinerary without express permission from the head coach/moderator.
- All students should closely observe the packing lists of both required items and prohibited items and should pack their personal belongings accordingly. These packing lists are always determined by the head coach/moderator. Students should take care to pack their personal belongings as well as any of their own athletic equipment necessary for the event.
- All students will be assigned a room and roommates if the trip requires an overnight stay in a hotel. Along with a room assignment, a curfew will always be in effect. Students should stay in their assigned room unless moving to or from a team function. Students may enter the rooms of other teammates (with the teammates' permission) only if they are doing so prior to curfew.

- Once curfew is in effect, no student should enter a room to which he or she is not assigned. This includes rooms of support personnel, coaches, parents/guardians, or student-fans.
- At no time, should students of the opposite sex be in a room together. This includes the time prior to curfew. If interaction between students of the opposite sex is required or necessary, it must occur in a common area within the hotel and must occur prior to curfew.
- At no time should a student enter the hotel room of a person who is not a member of the Antonian travel party. This includes any and all hotel patrons not associated with Antonian.
- Once curfew has passed, no student should leave their assigned room for any reason, unless it is to confer directly with a coach/moderator. Phone contact should always be made prior to leaving the assigned room in an attempt to locate the coach.
- Students should never leave the hotel premises for any reason.
- All students will travel to and from the event with the team unless express permission is otherwise granted by the head coach/moderator. When alternative travel permissions are granted, a student may only travel to/from an event with his or her parent/guardian or another designated parent/guardian. At no time will students be allowed to travel to/from an event with another student, friend, or minor.
- Overnight travel should be limited to critical personnel only. Great care should be taken in selecting members of the travel party. Injured, ineligible, or suspended members of a group may not be allowed to accompany the team on an overnight trip. Selection of the travel party is at the discretion of the head coach/moderator. Nonessential personnel may be asked to stay behind also.
- At no time should alcohol, tobacco, drugs, or any other prohibited substance be possessed or consumed while on an overnight trip. This rule also applies to any items that a head coach/moderator has specifically prohibited as part of the packing list.
- All students should closely guard and properly store all valuable belongings while on a trip away from the San Antonio area.
- It is recommended that students not leave vehicles unattended at Antonian overnight during out-of-town trips. Arrangements for a ride to school on the day of departure is advised.

Extracurricular Activity Transportation

The Assistant Athletic Director has been charged with the responsibility of arranging for all transportation for Antonian extracurricular activities. Antonian maintains a fleet of vehicles that is to be used to the fullest extent possible for all travel of extracurricular groups regardless of the distance being traveled. On some occasions, it may be necessary to contract with a charter transportation company to meet the needs of the group traveling. However, any such arrangements should only be made in compliance with procedures established by the Antonian Business Office and must be made through the Assistant Athletic Director.

Reporting of Critical Incidents

In order to ensure that sensitive and serious situations are communicated clearly and effectively to the Administration, the head coach/moderator shall report critical incidents to the Principal and, in the event of an incident involving an athletic program, the Athletic Director immediately. The following protocol should be followed:

1. A written report of the incident shall be sent to the Principal and, in the event of an incident involving an athletic program, the Athletic Director within 24 hours of the occurrence.

2. If a situation is of an emergency nature, or one which might otherwise come to the attention of these personnel (i.e., media coverage of the school), the head coach/moderator shall immediately notify the Principal and, in the event of an incident involving an athletic program, the Athletic Director by telephone.
3. The following incidents which occur on or off campus must be reported:
 - a. Firearms - possession, use, display, discharge
 - b. Weapons - possession, use, display
 - c. Assaults
 - d. Sexually related incidents, including criminal complaint, misconduct, harassment
 - e. Possession, use, or sale of controlled substances
 - f. Criminal activity, arrests, and/or citations.
 - g. Evacuation of building
 - h. Any EMS call
 - i. Any police department call
 - j. An occasion in which a student reports being a victim of a serious crime
 - k. Community-sensitive events
 - l. Any vehicle accidents
 - m. Any event which has legal or media implications, such as sit-ins, walk-outs, demonstrations

Any member of an extracurricular group involved in criminal activity, on or off campus, may be suspended from participation in extracurricular activities.

Practice and Competition on Sundays and Holidays

It is Antonian policy that head coaches/moderators obtain Administrator approval before conducting practices or participating in any competitions/events on a school holiday.

TAPPS sets forth several periods during the year known as “dead periods” during which no practices, games, or other activities are to be held. In addition to these dead periods, the Antonian Administration may stipulate one or two additional days adjacent to these dead periods during which practices, games, or other activities are to be held.

Students who are not able to attend practices, games, or other activities during the Christmas holidays shall extend courtesy to the head coach/moderator by informing him or her in writing two weeks prior to the start of the Christmas holidays. If a student fails to inform the head coach/moderator by the stipulated deadline and does not attend practices, games, or other activities, participation consequences stipulated by the head coach/moderator will be limited to a maximum of two (2) games/competitions after return.

It is Antonian policy that there should be no practices, games, or other activities on Sundays. Variation from this may be granted only in extreme cases and only by Administrator exception.

Athletic Activities

General Overview

The purpose of Antonian athletics is to provide our students an opportunity to compete and be successful against other schools, both public and private, while instilling the concept of teamwork and work ethic that improves an individual’s emotional well-being and physical prowess.

Antonian participates only in those sports sanctioned by the Texas Association of Private and Parochial Schools (TAPPS). Antonian is a member of the 6A classification and competes with other member schools in region play. Antonian offers the following athletic programs for boys: baseball, basketball, cross country, football, golf, soccer, swimming, tennis, and track and field. Antonian offers the following athletic programs for girls: basketball, cheerleading, cross country, dance, golf, soccer, softball, swimming, tennis, track and field, and volleyball.

Athletic Cutting Policy

High school athletics are competitive. It is the policy of Antonian that student-athletes are permitted sufficient opportunity to demonstrate skill development and progress in their sport before being cut from a program. Given this, coaches, with the assistance of the Athletic Director and Assistant Athletic Director will establish a protocol for the cutting of athletes at the freshman, junior varsity, and varsity levels. Care should be given to attune to the sensitivities of students who have tremendous desire to participate and whose skills may have not yet developed.

Physicals

Antonian requires physical and medical forms yearly from all its student-athletes. The physical and medical forms have been developed specifically for high school athletics.

It is the responsibility of the Athletic Director, through the Athletic Trainer and head coaches of all Antonian sports programs that all athletes at the school have a current physical and medical waiver with parent/guardian signature on file prior to the first day of tryouts for the respective sport.

Issuance of athletic equipment will not be allowed unless the Athletic Trainer has provided clearance that all documents are on file. Athletic physicals and medical forms (all associated documents) are maintained by the Athletic Trainer in secure files in the Athletic Training office.

Medical Referral of Injured Athletes

Coaches and Administrators will not make doctor referrals or commitments of payment or medical statements related to an injured student-athlete.

Hiring of Athletic Department Staff

Anyone seeking employment at Antonian, including members of the Athletic Department, must apply through the Archdiocese of San Antonio application system.

Candidates for positions in the Athletic Department must undergo an interview with the Athletic Director and/or designee(s). The interview shall be conducted after the necessary application has been remitted. Once a candidate has been selected for hire, he or she must be approved for hire by the Principal for hire. It is the prerogative of the Principal to conduct an additional interview with the candidate.

Before a candidate will receive final approval, all required Antonian and Archdiocesan application documents must have been received and processes completed (including clearance of criminal background check) and references must have been checked. Prior to having contact with students, the newly hired employee must complete Safe Environment training and must acknowledge understanding of and agreement to comply with all TAPPS rules. The Athletic Director and newly hired head coach will work together at staffing any assistant coach positions in the respective program.

Use of Athletic Facilities

The Assistant Athletic Director has been charged with the responsibility for the scheduling of all athletic facilities (outdoors and indoors). Antonian does permit rental of athletic facilities when not in use for school-related functions and when all requirements (e.g., contract, payment, and insurance coverage) have been met. In all cases, priority shall always be given to school-related functions.

Competition Schedules

It shall be the responsibility of the Athletic Director, in conjunction with head coaches, to develop and/or approve the team schedules for each athletic program. The proposed team schedule should be presented to the Principal for final approval. Once final approval is obtained from the Principal, changes or rescheduling should not occur unless cleared by the Athletic Director.

The scheduling of athletic competitions (games, tournaments, etc.) shall minimize the time that students are to be away from school. Every effort shall be made to solicit games that are in the San Antonio and surrounding area. Travel outside the state requires the approval of the Administration. Every effort shall be made to play district games, and especially long-distance games, on the weekend.

The Athletic Department will select sites for athletic events that cannot be played at home. Such factors as seating capacity, anticipated attendance, availability, etc., will be considered in determining an appropriate site.

In an effort to maintain balance between academics and athletics, the maximum number of games played during the school week (Monday-Thursday) is two (2) and when including Friday and Saturday, the maximum number of games per week should not exceed three (3). A tournament may be played in the place of a Friday/Saturday game.

The Antonian Athletic Department will make every effort to ensure that up-to-date scheduling information is made available on the Antonian website.

Team Managers/Co-Ed Participation

It is Antonian policy that all team managers shall be of the same gender as the team sport. In addition, single-gender sports shall not have practices or other training with opposite-gender teams. In the case of student trainers, trainers may be of the opposite gender as the team sport with which they are assisting; however, it is the responsibility of the Athletic Trainer to provide adequate supervision to minimize the opportunity for inappropriate conduct.

Miscellaneous Policies

Team Photos - All sports teams shall have team photos taken no later than one month into the official season and once team rosters are determined. It will be the responsibility of the Athletic Director to schedule all team photo sessions.

Locker Room Supervision - The Athletic Director is responsible for ensuring proper supervision of locker rooms. Students shall not be permitted in the locker room without adult authorization. At no time shall any coach give a student keys to any of the facilities, to include locker rooms, concession areas, storage rooms, equipment rooms, and/or outdoor gate locks.

Mandatory Pre-Season Parent Meeting - All head coaches shall have a preseason meeting with athletes and parents/guardians no later than the day after tryouts. This meeting shall include a distribution of schedules, rules, and regulations, team expectations, and expectation of parents/guardians.

Removal of Athlete from Team -Any time a student-athlete is in danger of being removed from a team, there shall be a meeting between the head coach and Athletic Director to discuss the matter and find alternatives to such drastic action. If, in the opinion of both the head coach and the Athletic Director, a removal is needed, the Administration shall be advised prior to the removal. Proper documentation is needed on removal.

End of Season Banquet - It shall be the responsibility of the Athletic Director to give guidance to the various team boosters regarding preparations for end of season team banquets.

Athletic Awards

Each Antonian sports program presents three awards at the conclusion of the respective season (in the case of co-ed sports programs, a male and female athlete is recognized for each of these awards):

- Most Valuable Player - given to the student who is the most valuable athlete in a particular sport at each level (varsity, junior varsity, freshman)
- Spirit Award - given to the athlete who most assisted the team with good sportsmanship and spirit during the season in a particular sport at each level (varsity, junior varsity, freshman)
- Newcomer of the Year Award - given only at the varsity level to the new member of the team that made the most significant contribution to the team

At the end of each school year, Antonian presents three awards encompassing all athletic programs (a male and female athlete is recognized for each of these awards):

- Sportsmanship of the Year Award - given to the student-athlete who exemplified positive leadership through example throughout his or her four years of athletic participation
- Athlete of the Year - given to the student-athlete, regardless of grade level, who exemplified excellence in sports, leadership in and outside school, and positively represents Antonian. The Athlete of the Year will be selected using the following criteria and points over one-year period:

TAPPS State selections (5 points), TAPPS All-District selection (4 points), ACP MVP Selections (3 points), Express-News Super Team (3 points), Contribution to particular sports (2 points), TAPPS Academic All-State (2 points), Number of sports played (1 point), Express-News All-Area (1 point)

- Outstanding Senior Apache Award - given to the student-athlete who exemplified excellence in sports, leadership in and outside school, and positively represents Antonian. The Outstanding Senior Apache Award will be selected using the following criteria and points over a four-year period:

TAPPS State selections (5 points), TAPPS All-District selection (4 points), ACP MVP Selections (3 points), Express-News Super Team (3 points), Contribution to particular sports (2 points), TAPPS Academic All-State (2 points), Number of sports played (1 point), Express-News All-Area (1 point)

Athletic Lettering

LETTERING CRITERIA FOR AQUATICS, GOLF, TENNIS

The athlete will compete at the standards listed below in at least 60% of all varsity competitions. The athlete will complete each season in good standing. Juniors, not meeting the standards listed below, can obtain a varsity letter with three years of participation and must complete each season in good standing. Seniors, not meeting the standards listed below, can obtain a varsity letter with two years of participation and must complete each season in good standing. Athletes must achieve the standards set forth in their respective sport and participate in the regional meet. An athlete that has been injured during the season may receive a varsity letter if they remain part of the team and complete the season in good standing. This is at the discretion of the coach.

Standards for Aquatics

- 50 Freestyle: Girls 32.79 50; Boys 28.99
- 100 Freestyle: Girls 1:10.89 100; Boys 1:03.39
- 200 Freestyle: Girls 2:32.29 200; Boys 2:17.99
- 500 Freestyle: Girls 6:43.89 500; Boys 6:10.59
- 100 Backstroke: Girls 1:18.19 100; Boys 1:09.99
- 100 Breaststroke: Girls 1:29.09 100; Boys 1:18.79
- 100 Butterfly: Girls 1:16.99; Boys 1:08.99
- 200 Ind. Medley: Girls 2:51.49; Boys 2:34.59

Standards for Golf

Girls and boys will average 95 strokes or below in 60% of varsity tournaments and average 95 strokes or below in the two-day district/regional tournament.

Standards for Tennis

Girls and boys must win one round in the championship bracket or two rounds in the consolation bracket in 60% of varsity tournaments (byes do not count).

LETTERING CRITERIA FOR BASEBALL, BASKETBALL, CROSS COUNTRY, FOOTBALL, SOCCER, SOFTBALL, TRACK & FIELD, AND VOLLEYBALL

The athlete will participate in at least 60% of the varsity games or competitions. The athlete will complete the season in good standing. Seniors not meeting the standards listed above can obtain a varsity letter with two years of participation and must complete each season in good standing. An athlete that has been injured during the season may receive a varsity letter if they remain part of the team and complete the season in good standing. This is at the discretion of the coach.

LETTERING CRITERIA FOR STUDENT TRAINERS AND STUDENT MANAGERS

Student trainers and student managers must complete four years of varsity service and complete the season in good standing.

PARENTS AS PARTNERS

PARENTAL COOPERATION AND BEHAVIOR

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

REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy:

At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

FINANCIAL POLICIES

Tuition Agreement

Antonian uses the FACTS Tuition Management System for collection of tuition and certain other fee assessments. Tuition for the year is due and payable in full or payment arrangements must be made on or before August 5th preceding the school year. As a courtesy to families, monthly payment terms are available. They are available understanding that the family will register a credit card or bank account number to be automatically charged monthly and the account must be maintained continuously throughout the school year. For families using the monthly payment plan, a schedule of equal monthly payments is provided. Families may elect payment terms on a ten, eleven or twelve-month basis with the first payment due in June, July or August.

For students to remain enrolled, parents/guardians must have met all previous financial obligations to Antonian including, but not limited to, tuition, fees, and other obligations, must submit a signed tuition agreement, and pay the appropriate registration fee. Parents/guardians of new students must pay the registration fee in full upon acceptance.

Tuition Rate and Policies

Tuition and Fees are subject to change as determined by the Administration in consultation with the School Council and as approved by the Archdiocese of San Antonio.

Tuition for the 2026-2027 school year is \$13,700.

Registration and Other Fees

An annual fee of \$300 is required for all students in all grade levels.

The following fees are assessed as warranted:

- Late Tuition Payment Fee - \$25
- Dual Credit Fee: St. Mary's University¹ - \$200 per course
- Dual Credit Fee: University of Texas (Engineering)² - \$300
- AP Exam Fee - \$98 per exam³
- Applied Forensics: Texas A&M - Blinn - \$705, for two certifications
- FACTS Return Check Fee - \$30
- Text for Personal Finance - \$25
- Parking Permit Fee - \$50 - \$150
- Transcript Fee - \$5⁴
- FACTS Credit Card Transaction Fee – 3.05%

¹ St. Mary's permits a progressively decreasing refund over a period of days in the beginning of each semester: first five (5) days – 100%; next five (5) days – 75%; next five (5) days – 50%; next five (5) days – 25%, then 0% refund.

² The dual credit fee for the Engineering classes offered through the University of Texas system varies depending on the campus which actually awards the credit and will be billed directly by the University.

³ Once an AP exam has been ordered, the exam fee (\$98) is non-refundable should the student choose not to take the exam.

⁴ There is no fee for transcripts of students seeking college admissions/college scholarships or for the final transcript sent to a college on behalf of a graduating student.

Other fees may be assessed for those articles directly attributable to extracurricular activities.

Textbooks

Antonian does not maintain an inventory of textbooks for distribution to its students. Students are encouraged to acquire textbooks through EdTech, with whom Antonian has entered into an agreement to source required textbooks. However, students have the option of acquiring their textbooks through other sources including other students who have formerly been enrolled in the same class (assuming the textbook is not due for new adoption) or from other textbook sellers.

Under no circumstances should a student possess a teacher's edition of a textbook. If a student is found to be in possession of a teacher's edition, the textbook will be confiscated by the school and disciplinary consequences related to academic dishonesty may be assigned.

Refund Policy

In general, it is the practice of Antonian to refund on a pro-rata basis any tuition paid in advance should a student withdraw. With only limited exceptions for unusual circumstances and at the discretion of the Administration, any enrollment fees paid to Antonian are generally non-refundable.

With respect to all other monetary receipts, the Principal may evaluate circumstances on a case-by-case basis and authorize a refund as warranted.

Delinquent Tuition

If a monthly tuition payment cannot be collected by FACTS on the first attempt, the parent/guardian will be notified by FACTS of the deficiency and the date that collection will be re-attempted. One additional attempt will be made to collect the payment and a \$30 fee will be assessed by FACTS. The school will be notified after the second unsuccessful collection attempt and will contact the family at that time.

If tuition is delinquent by sixty (60) days or more, the following procedures will be followed:

- Telephone contact will be made from the Business Office to the parent/guardian in order to resolve the matter.
- If the account is not brought current following this call, a letter will be delivered to the parents/guardians, stating that the parent/guardian has 14 days to pay, remove the child(ren) from school, or reach an agreement with the Business Office to resolve the delinquency.
- If no resolution occurs, the school will send a certified letter to the parent/guardian, giving notification that the student(s) cannot remain enrolled at Antonian.

If the tuition account of a senior student is delinquent, the student will not be allowed to participate in commencement exercises and the student's diploma will be held until the obligation has been met.

A fee of \$30.00 will be assessed for each check returned unpaid plus a FACTS fee of \$30.00. Delinquent accounts will be referred to the office of the Principal for immediate action. These accounts are reported to the Antonian School Council and to a third-party collection agency as deemed necessary.

Tuition Assistance

Antonian offers several ways in which families may offset the cost of attending Antonian: merit-based scholarships, need-based tuition assistance, and third-party scholarships.

Merit-Based Scholarships

Antonian offers two merit-based scholarships to members of an incoming freshman class:

- **Merit Based Scholarships** - Students may be awarded merit scholarships ranging from \$500 to \$2000 (graduated amounts as scores increase) based on their performance on their most recent NWEA / IOWA / STAAR assessments. The school maintains an internal matrix to award these amounts, based on average composite percentile scores in math and reading tests. This scholarship is renewable each year as long as the student remains in the top 25 percent of his/her class and maintains a clean disciplinary record. Any student who falls out of the top quartile will lose their merit based scholarship for the following year and is no longer eligible for renewal.
- **Valedictorian/Salutatorian Scholarship** – Each entering freshman student who finishes eighth grade and is recognized by his/her school as first or second by academic rank earns a scholarship in the amount of \$2,000 for valedictorians and \$1,000 for salutatorians for each year the student attends Antonian for a maximum potential award of \$8,000 and \$4,000 per student, respectively. This scholarship is renewable each year; however, beginning with the class of 2020, in order for the scholarship to be renewed, the student must remain in the top 25 percent of his or her class and maintain a clean disciplinary record.

Need-Based Tuition Assistance

Hope for the Future is a funding source of the Archdiocese of San Antonio that provides need-based tuition assistance for Catholic and non-Catholic students who meet eligibility requirements and enroll in one of the Catholic schools in the Archdiocese of San Antonio. Tuition assistance is prioritized by financial need and based on available funding. Funds are paid directly to the school on behalf of the student, half the award each semester. Funding does not automatically carry forward each year—an application must be submitted for each subsequent year of enrollment. Applications must be filled out on-line and are submitted directly to the Archdiocese. For more information, please see www.hopeforfuture.org.

Antonian directly provides need-based tuition assistance to enrolled students prioritized by financial needs and available funding. Funds are applied directly to the respective student's tuition account. Funding does not automatically carry forward each year—an application must be submitted for each subsequent year of enrollment. Antonian uses the same application as Hope for the Future for determining awards of tuition assistance through its own pool of funds, so applicants need only apply once through Hope for the Future to also be considered for Antonian assistance. All applications must be submitted on-line only and will need to meet eligibility requirements to be considered.

Texas Education Freedom Accounts (TEFA)

Antonian encourages every family to apply for a Texas Education Freedom Account administered by the State of Texas. Application is free and information can be found at educationfreedom.texas.gov.

Third Party Scholarships

Third-party scholarships are available to Antonian students. The criteria used to determine the award of these scholarships have been established by the benefactors of the scholarships. Information about these scholarships, including criteria and application procedures, may be found on the Antonian website under Admissions: Scholarships and Assistance.

Fundraising Activities

Any fundraising activity for Antonian, including but not limited to Antonian-affiliated groups, clubs, organizations, sports programs, etc., and using the Antonian name must obtain the approval of the Principal. The Principal has the discretion to assign the responsibility of granting approval for such groups to an administrative staff member as appropriate. Any funds raised from these activities shall be spent at the sole discretion of the Principal, or his designee, in consultation with the organization who raised the funds. All revenues must be remitted to Antonian through the Antonian Business Office. All fundraising activities must adhere to local, state, and federal regulations, where applicable. For guidance on such regulations, it is advised that the organization or group seek assistance from the Antonian Business Office.

GENERAL ADMINISTRATION

Asbestos Notification

The principal, or their designee, and the head maintenance/facilities personnel of each campus shall be trained on the Asbestos Hazard Emergency Response Act (AHERA). The principal is required to maintain an approved and updated Management Plan in the school office. The plan includes information about the location and condition of asbestos containing materials in the school, as well as inspection and surveillance records and copies of annual notices to parents, faculty, staff, and short-term workers.

The cost of the compliance inspections is to be borne by the school and should be included in budget deliberations for the school year. Annually, the school must give written notice to parents and staff of the availability of the Management Plan for their review. A dated copy of this notice must be maintained as part of the Management Plan.

Each year, the school shall notify parents, faculty, and staff of all inspections, reinspections and activities being conducted to control asbestos exposure, including periodic surveillance and asbestos removal that are planned or are in progress. A dated copy of this notice must be maintained as part of the Management Plan.

Schools may provide notice through both the parent/student and employee handbooks or by mailing the notice to each household. Schools may use the form letter provided by the Department of Catholic Schools (Form 5001A). Copies of all notices must be sent to the Department of Catholic Schools.

Notice must be given to short-term workers (e.g. telephone repair workers, utility workers, or exterminators) who may come in contact with asbestos in the school. The notification to short-term workers must identify the location(s) of asbestos containing materials or assumed asbestos

containing materials in the building. A dated copy of this notice must be maintained as part of the Management Plan.

Publication of Address Release

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

Use of Student Photos and/or Interviews

Photographs and interviews of Antonian students may not be taken or used without written permission of the parent/guardian and the Administration. Each year, by way of the Student-Parent Handbook acknowledgement form, parents/guardians are given the opportunity to give or deny such permission in writing.

Visitors on Campus

All visitors to Antonian must report to the school office immediately upon arrival. Antonian uses the Raptor Visitor Management System, so visitors are asked to provide identification as part of the check-in process. A visitor badge will be issued and is to be worn at all times when the visitor is on campus. Visitors must then report to the school office to return the visitor badge and sign out prior to departing the campus. In unusual circumstances, such as for the health and safety of Antonian students and employees, visitors to campus, including members of a student's family, may be strictly limited at the discretion of the Administration.

Legal Counsel

The Principal must call the Superintendent whenever the Archdiocesan attorney's services are needed (subpoena, suit, counsel, etc.). The Superintendent will inform the Archbishop's designee and the Archbishop of all legal matters pertaining to Catholic schools.

PARENTS AND COMMUNITY RELATIONS

Parent Service Requirement

Antonian strongly encourages parents/guardians to be actively involved in the life of Antonian in support of their children through organizations such as the School Council, the Parent Club, booster clubs, etc. However, at present, Antonian does not require parents/guardians to complete service hours to benefit the school.

Volunteers

Any volunteer serving in a position where he or she may have regular contact with Antonian students must undergo a criminal background check and complete safe environment training conducted by the Office of Victim Assistance and Safe Environment. No individual shall be permitted to volunteer for any position where there may be regular contact with Antonian students without first satisfying the background clearance and Safe Environment training requirements.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of Antonian and the Archdiocese of San Antonio Department of Catholic Schools.

Volunteers and employees in a position with regular contact with Antonian students should be 25 years of age or older. The Principal reserves the right to accept, decline or discontinue any offer of volunteer service at any time for any reason.

Criminal Background Checks

All volunteers must be in compliance with the Archdiocese policy on criminal background checks. All volunteers must be screened every three (3) years based on the date of their first screening. No volunteer may begin work until a clearance is issued. The finding of an arrest and/or conviction record will not automatically eliminate an individual from consideration for volunteer work. All relevant circumstances, such as how long ago the arrest or conviction occurred and the crime involved, will be considered in relation to specific job responsibilities and requirements.

Credit Background Checks

Any person who is assigned to collect, record, and/or dispense monies (e.g., Booster Club treasurer, etc.) must undergo a credit report investigation prior to beginning this assignment. Credit information will be reviewed in relation to the position to which the volunteer is assigned.

Safe Environment Training

Per the Code of Conduct for Church Personnel with the Archdiocese of San Antonio, all volunteers must receive adult safe environment training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training. Antonian uses the program prescribed by the Archdiocese of San Antonio, Protecting God's Children developed by VIRTUS, to educate adults on abuse prevention.

Sexual Misconduct

Per the Code of Conduct for Church Personnel with the Archdiocese of San Antonio, all volunteers must receive sexual harassment training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training. Antonian uses the program prescribed by the Archdiocese of San Antonio developed by VIRTUS.

Parent Cooperation as Condition of Enrollment

Antonian encourages the parents/guardians to work in partnership with the school—to be supportive and understanding in this partnership. Open, supportive, and frequent dialogue between the school and parents/guardians provides an excellent environment for student success. Good communication between home and school regarding a student's education is essential for the student to make the most of the opportunities offered.

Parent/Guardian Responsibilities

Just as students have obligations to themselves, fellow students, and to their school, so, too, do parents/guardians of Antonian students. Parents/guardians are expected to ensure that their child attends school on time and to the fullest extent possible; to ensure their child is attired in conformity with the school dress and grooming code at all school functions and school-related activities; to explain their child's absence from school forthrightly; to meet their financial obligations in a timely manner; and to be honest and supportive in their dealings with the Administration, teachers, and all staff.

Use of School Grounds and Buildings

Any Antonian organization or group that wishes to coordinate a school-related event that uses school facilities must receive permission from the Administration to hold the event. Upon approval of the event, the event, along with all door and light access needed, must be scheduled on the official school calendar maintained by the Administration.

The Texas Penal Code provides that a person commits an offense (criminal trespass) if the person enters or remains on or in property of another (Antonian property) without effective consent of the person (Antonian Administration). The Administration reserves the right to pursue charges against any person who commits such acts despite any non-malicious intent of the person.

School Publications

Antonian publications serve to foster the creative talents of students and to assist and support the school in its public relations. Such publications shall be available to students, parents/guardians, and the Antonian community at large. Articles of Archdiocesan interest shall be sent to the Department of Catholic Schools for publication. All publications must be approved and reviewed by the Administration.

School Website

Antonian maintains a website that promotes the school and provides information to enrolled families, prospective parents/guardians, graduates, and the wider community. The website address is www.antonian.org. The school website is under the authority of Antonian and the Principal. Practically, the Principal delegates maintenance of the website to the staff of the Antonian Communications Department. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

School-Sponsored Social Media

Antonian maintains official school social media accounts to promote the school and provide information to enrolled families, prospective parents/guardians, graduates, and the wider community. The school social media accounts are under the authority of Antonian and the Principal. Practically, the Principal delegates maintenance of Antonian's social media accounts to the staff of the Antonian Communications Department.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

Media

Members of the media will not be allowed on Antonian property unless authorized by the Principal after presenting appropriate valid identification. The Principal shall notify the Superintendent of Catholic Schools if members of the media come onto school property. The Principal shall obtain the approval of the Superintendent and the Archdiocesan Communications Office prior to any information being released or communicated to the media.

Forms of Communication with Parents

Forms of communication include such means as this Student-Parent Handbook, report cards, and electronic newsletters. It may also include requests for conferences and other gatherings such as the annual “Meet the Teachers Night,” counselor parent/guardian meetings, and other informational sessions arranged by the Administration. We encourage parents/guardians to take an active role in the education of their children.

Occasionally, correspondences will be mailed through the postal service, but the primary means of communicating information directly to parents/guardians will be by way of email. It is the responsibility of the parents/guardians to ensure that at least one active and correct email address has been provided to the school for this communication purpose. Parents/guardians are strongly encouraged to check their email accounts frequently for school messages.

Parent Electronic Portal

Parents/guardians and students are able to establish login credentials to review grade information via *FACTS*. The *FACTS* portal also has additional features that allow for alerts to be sent to the parent/guardian via either email or text message regarding individual assignment grades, course averages, absences (both excused and unexcused), tardies (both excused and unexcused), missing assignments, and incomplete assignments. In addition, the *FACTS* portal can be used to identify pending assignments for which a teacher has not yet entered a grade but has entered the assignment description in the grade book. Parents/guardians are strongly encouraged to utilize this portal to the fullest extent possible.

Principle of Subsidiarity

The Antonian faculty and staff encourage the practice of subsidiarity, which is to attempt to resolve an issue at the lowest level whenever possible. Initially, in order to help build a student’s skills in self-advocacy, this should start as a conference between the student and the teacher, staff member or coach. Should the circumstance become one that raises a parent/guardian concern related to a classroom issue, the parent/guardian is asked to investigate the issue by contacting the teacher, staff member or coach directly. Communicating with the teacher, staff member or coach will promote a better understanding of the situation and will often result in a timely resolution of the matter. If a

resolution is not reached, then the matter can be taken up with the Department Chair followed by the Dean of Academics and then the Vice Principal of Curriculum and Instruction for an instructional issue or the Dean of Students for a behavioral issue. In the event of an issue that arises in athletics, the first point of contact should be the team coach, then the program head coach, followed by the athletic director or assistant athletic director, and only then, school administration.

EMERGENCY PROCEDURES

School Crisis Response Plan

Antonian has established a comprehensive crisis response plan for use in the event of emergency conditions. The crisis response plan describes and identifies members of the Archdiocesan and School Response Teams; describes the roles of various staff and faculty of the school; covers general school safety and crisis prevention measures; provides instructions for the various response protocols; identifies the response protocol that would typically be followed for some specifically identified scenarios including but not limited to bomb threats, natural or chemical disasters, fire, weather-related (e.g., flooding or tornado) incidents, and an active shooter; and includes a list of the phone numbers of local emergency response entities/authorities.

In the event of a crisis on campus, Antonian will communicate with parents as we are best able under the circumstances via our broadcast email communication system. This is true whether the incident occurs during the school day or after school hours.

Building Safety Procedures

Building safety is best ensured when all members of the Antonian community are mindful of those things which may pose a threat to employees, students, and guests of the school. All employees are asked to monitor hallways, doorways, restrooms, and common gathering spaces and to give attention to areas which may need enhancement in order to increase building safety. This includes but is not limited to the safe flow of pedestrian and vehicular traffic, proper operations (opening/closing/locking) of doors, proper exit signage, effective lighting, and landscape maintenance. If any member of the Antonian community notices something related to building safety which needs attention, he or she is asked to promptly report the issue to the Dean of Business Operations. Antonian employees are specifically asked to communicate this need through the automated maintenance request form found on the faculty web portal.

Bomb Threat

If a school receives a bomb threat, the following procedures are to be observed:

1. Evacuate the school in the manner outlined in the Crisis Response Plan.
2. Inform the police immediately. Once the police arrive, school personnel should follow police directives and accept their decision as to the course of action to be taken.
3. Inform the Pastor/authorized agent and Superintendent immediately.

Evacuation Drill

Schools must comply with the state Fire Marshal's mandatory school fire exit drills that require that campuses conduct at least one fire drill each month that has ten (10) or more instructional days. This includes summer school programs. Each fire drill should be slightly different, some obstructed and some unobstructed. The principal must record and file the date and time of each fire drill and other

emergency evacuation drill. School personnel shall be trained in the use of fire extinguishers and fire safety equipment.

The fire drill/response plan shall be included in the school's crisis response plan and shall include:

1. The designation of places where students will be taken (i.e., reunification site).
2. The supervision of practice drills at regular but unscheduled intervals.
3. If there is a fire, the Pastor/authorized agent and Superintendent are to be notified immediately.

Severe Weather Drill

If a warning is in effect in the locality of a school, students should be taken to a safe place. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:

- Sit on the floor
- Head between raised knees
- Hands clasped covering the head and neck.

Lock Down Drills

Lock Down drills are to be conducted regularly and in accordance with standard response protocol.

Active Shooter Training

All employees must be trained in civilian response to an active shooter event. All employees must receive updated training every three (3) years based on the date of their first training. Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERT) level 1 trained and Civilian Response to Active Shooter Events (CRASE) certified.

School as Weapon Free Zones

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

CHRISTIAN COMMUNITY SERVICE PROGRAM

As Catholics we are called to serve one another as Jesus did. In serving the community we not only benefit others but we also benefit ourselves. Service helps us discover more about who we are as a person, and more importantly, it helps us realize that authentic happiness and fulfillment is possible when we give of ourselves to others because we were made to love in the same way God loves us.

Parents are required to familiarize themselves with the organization, site, and personnel involved in the service project chosen, and help their son/daughter discern the appropriateness of his/her choice.

ACP Requirements

- A minimum of 25 hours are required **per academic year**. *Any hours exceeding the minimum **will not** carry over to the next academic year.*

- At least 15 of these hours must be earned by doing specifically Christian service, those actions which are *in accordance with the Gospel teachings as well as the Corporal Works of Mercy*. Christian service has its roots in the command of the Gospel to be of service to the needy, poor, and disadvantaged in a direct, personal and helping way.*
- The other 10 hours can be served in any organization of your preference and/or helping at school (concession stands/volunteering in athletic events/ etc...)
- Due dates are during the Spring Semester and will be published by campus ministry.
- All hours need to be logged in X2Vol for verification and approval.
- Hours worked during the summer can apply for your incoming school year as long as they follow the guidelines (Works of Mercy/Community driven).
- Forging information regarding hours will be subject to disciplinary consequences

*In looking for service opportunities, ask yourself – is what I am doing related to the corporal and spiritual works of mercy? Does my service set a Christian example and witness the Gospel? Would others know that I am a Christian by my actions of service? If you are not sure that the organization you will be volunteering with fits this criteria, ask the Campus Minister for assistance, or you risk the possibility of repeating hours. Campus Ministry will provide a list of pre-approved agencies for your reference.

Examples of activities that DO NOT count as Christian Service

Work completed for pay, babysitting, yard work (mowing lawn, raking leaves, etc.), fostering or walking a dog, household chores, helping at a parents' office/family business, activities done for a school club or organization in which you are a member. (You should not receive hours for something everyone in your organization is expected to do). Caring for members of your family will NOT count for service. Serving our families is our responsibility as God asked us in the 4th commandment.

Incomplete Community Service Hours Requirement:

Completing your hours of community service is a requirement for graduation, thus Seniors who do not meet this requirement may not be allowed to participate in graduation ceremonies. Freshmen, sophomores, and juniors who do not complete this requirement may not receive schedules the following year and may not be allowed to participate in extracurricular activities or athletics (including during summer) until this requirement is met.

ACADEMIC POLICIES

Expectations of Students

Students should uphold the Antonian Core Values when they conduct themselves in the educational environment and act accordingly in all their academic endeavors.

Curriculum

Curriculum Objectives

Antonian course curricula incorporate learning objectives outlined in the Texas Essential Knowledge and Skills (T.E.K.S.), the U.S. Catholic Conference of Bishops (USCCB) guidelines for Catholic high schools, and, as appropriate, the College Board Advanced Placement (AP) curriculum, the dual credit curriculum through the respective college/university, the American Classical League Standards for Classical Language Learning (Latin), and the American Council on the Teaching of Foreign Language (Spanish).

Curricular Documents

Prior to the start of each semester, teachers develop Year-at-a-Glance (YAG) documents, course syllabi, and course outlines.

A Year at a Glance document provides a skeleton view of a teacher's planning over the school year. As such it is intended to give a broader overview of content and should identify topics for instruction for each month of the school year.

A course syllabus establishes a teacher's expectations for the coming semester. A course syllabus describes the content of the course and general learning outcomes, identifies specific course data, and expectations for the conduct of the classroom including specific teacher classroom policies. Course outlines are a chronological list of class periods listing subject matter to be learned. Each teacher provides to parents/guardians and students a course outline for use in anticipating workload and major assessments.

Grading Policy

Evaluating and Reporting

The academic progress of each student is an important goal of Antonian. Grading, at the root of it, is a means of communicating the academic progress of a student's mastery of content to the student and his or her parents/guardians.

For purposes of calculating the semester grade average, each of the two quarters is worth 40% and the semester exam is worth 20%.

For purposes of extracurricular participation status, student progress is monitored at the end of each quarter. Students who are failing more than one course at the end of each quarter end are placed on the ineligibility list. A student may earn removal from the ineligibility list at the mid-quarter point (approximately 4 weeks) of the subsequent quarter or the end of the subsequent quarter. These students may practice, but they may not participate in any competitive event or performance. These students may not wear uniforms or attend a game or event in any capacity other than as a spectator.

Grading Period and Scale

Instruction at Antonian is divided into two (2) semesters, which include in each semester, two (2) nine (9) week quarters. Grades are recorded numerically. The following is the grade equivalency that is used:

Numeric Grade	Letter Grade
90 to 100	A
80 to 89	B
75 to 79	C
70 to 74	D
Below 70	F

Antonian utilizes *FACTS* Teacher Portal for electronic grade books. Parents and students establish login credentials to review grade information via *FACTS* Parent Portal. It is essential that teachers enter all grade data in *FACTS* Teacher Portal in a timely manner. This becomes an official record which must be maintained for posterity and is subject to audit. Teachers are expected to enter grade information in *FACTS* Teacher Portal by the end of each week that the assignment was received.

Honor Roll

Honor roll is determined every quarter based on the averages for the quarter. Students with a numeric grade of 90 or higher in all courses (all A's) are placed on the High Honor Roll and students with all grades of 80 or higher in all courses (all A's or B's) are placed on the Honor Roll.

Report Cards

Parents/guardians and students have real time access to review grade information via *FACTS*, the student grade portal module. Report cards will be made available to parents at the end of each semester.

Promotion and Retention Policies

Students are promoted to the next grade level based on the credits they earn through successful completion of their courses. Students who fail a class must make up that credit before the start of the next academic year through a summer school program approved by ACP administration. This is true of all failed classes, even if the credit is not needed or required for graduation.

A student who does not make up required credits prior to the start of the next school year will be denied readmission. A student who fails three or more classes in a school year may be denied readmission the following year.

Each successfully completed semester course earns a student a half (.05) credit. Most courses require two semesters. In the event a student fails (grade below 70) one semester, but has passed the other semester such that the average of the two semesters is 70 or higher, credit for the entire year will be

awarded. If a student fails both semesters of a course, the entire course (both semesters) must be made up in summer school. Students must earn a passing grade in any summer school course of 70 or higher. In the event a student fails a course that is only a semester-long (Government, Economics, etc.), the credit must be made up prior to the start of the next school year.

Students must remain on track to graduate on time, on an annual basis. Social promotion is prohibited at Antonian. Skipping grade levels is also prohibited.

Credit Requirements for Graduation

Students will generally earn the following credits toward graduation:

Subject	Credits
Theology	4.0
English	4.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
Language Other Than English	2.0
Physical Education	1.0
Fine Arts	1.0
Academic Electives	4.0
<i>Total Credits</i>	28.0

Antonian's set of credit requirements exceeds the credit requirements for graduation established by TCCB ED. Credits earned from outside sources other than at Antonian are awarded at the discretion of administration. Based on the Antonian program of study, all students will likewise meet the State of Texas Foundation High School Program and will earn an endorsement in Multidisciplinary Studies.

Antonian provides guidance to ensure that each student has an established personal graduation plan no later than the last day of school of the student's freshman year. Students and parents/guardians are given the opportunity to review the plan at a minimum at its establishment, by mid-year of the student's junior year, and any time there is a loss of credit or change in endorsement. The Administration retains the right to modify a student's graduation plan requirements as needed on a case-by-case basis.

Class Ranking and Grade Point Average Computation

Internally, Antonian maintains a roster of students by rank based on the weighted GPA. This rank may be divulged to a student upon request. However, for purposes of college admissions, Antonian is considered a non-ranking school. As a result, the discrete rank is not divulged on an official transcript except to be in compliance with Texas House Bill 588 which requires the disclosure of the discrete rank of those within the top 10% of the class. Likewise, the discrete rank of the highest-ranked and second highest-ranked student of each graduating class may be announced.

In general, the following courses are not used in calculating a student's Grade Point Average: Office Aide, credit by exam courses, Physical Education (PE) or a PE equivalent, courses completed in middle school, and courses taken for enrichment (such as PREP).

Additional grade points are awarded for Honors and AP/DC courses per semester for the purpose of calculating the cumulative GPA only. These points are not added to the course grade on a student's report card or transcript.

The following grade weights are utilized:

<u>Course Level</u>	<u>Added Points</u>
College Preparatory	0 pts.
Honors	5 pts.
Advanced Placement/Dual Credit	10 pts.

Students with Learning Differences

Antonian may admit a student who requires academic accommodations (instructional and/or assessment) based on appropriate diagnostic/evaluation documentation indicating an effect on his or her learning. While not required by federal or state law, Antonian is committed to providing these accommodations, within the scope of its resources, for identified students. School staff will work with the parent(s)/guardian(s), the student, and teachers to implement the recommended accommodations within the scope of its resources. Once finalized, instructions will be disseminated to teachers and learning center staff will periodically review the accommodations and support teachers in their implementation.

Tutoring

Teachers are expected to be in their classrooms from 7:30 a.m. to the first bell and from dismissal at the end of the day until 4:00 p.m. so that students may avail themselves of tutoring assistance. It is best practice to contact a teacher to arrange tutoring and ensure their availability on any given day.

Course Levels and Placement

All Antonian courses are designed to prepare the students for success in college through three different levels: College Preparatory (CP), Honors (H), and Advanced Placement/Dual Credit (AP/DC). The latter two are intended for those students who have demonstrated the ability to be challenged at a higher level. Students who fail to maintain the requisite academic performance to remain at the current level are subject to removal from the current level.

Entering 9th grade students are placed in courses based on academic performance during their 8th grade year, and recent standardized test results. Rising sophomores, juniors, and seniors are placed in courses based on performance in preceding coursework of the same discipline. In cases in which the student does not meet the normal standards for placement in the next higher level, a student may request teacher recommendation by signature during the course selection and advisement process. Students who fail to maintain the requisite academic performance to remain at the current level are subject to removal from the current level.

Academic advisement for course placement for the subsequent year takes place in the spring through conferences with school counselors. In general, a student must maintain an average of 80 or higher to remain in the Honors or AP/DC course level. To be placed at a higher level, in general, a student must have an average of 90 or higher in the current course level.

To be placed in DC course levels, a student must meet minimum test score requirements as defined by the university through which Antonian maintains its dual credit relationship. Counselors can provide the specific score requirements to those who are interested.

When a student requests placement in an AP class, counselors will engage the student (and parent(s) as warranted) in a conversation regarding the rigorous expectations of an AP course. To inform the conversation, the counselors will review with the student (and parent(s) as warranted) the student's performance on the College Board suite of assessments (PSAT 8/9/PSAT/NMSQT/SAT) as well as NWEA test results. This suite of assessments provides college and career readiness benchmarks which may indicate a student's preparedness for an AP course.

In order to take any AP course in the mathematics department, an 11th grader must have a minimum of a 510 on the SAT math test. The required score for 9th graders will be a 450 on the 9th grade PSAT. 10th graders must have a 480 on the PSAT test. If this requirement is not met, the student will have to complete an academic waiver in order to take the course. In addition, the student may be required to complete a summer packet assigned by the math department.

A student who takes an AP class is taking a course designed to be taught at the college level with the goal of earning college credit by successful completion of the AP exam. As such, students are expected to take the College Board AP exam, typically in late April or early May. Students enrolled in AP classes will be signed up to take each exam at the beginning of the school year. Once an AP exam has been ordered, the exam fee is non-refundable should the student not take the exam for any reason.

Student Schedules

There are eight periods in Antonian's academic day. Each student will be assigned to one lunch period (freshman and sophomore lunch period is 4th period and junior and senior lunch period is 5th period), leaving a potential of seven periods of academic course time.

All requests for schedule changes must be made to Antonian college guidance counselors. The counselor will confer with an appropriate member of the administration as warranted for each situation. The Registrar will then be presented with an approved request for modification of the student's schedule.

Homework

Homework is intended to reinforce learning or to facilitate mastery of daily instruction or to prepare for the next day's class. The duration of homework assigned should be commensurate with the level of the course (i.e., College Preparatory, Honors, Advanced Placement, Dual Credit).

Late Work

Each Antonian teacher should clearly communicate their late work policy with their students through their course syllabus. Deduction of points and acceptance of late work should be equitable across similar courses. As a baseline, teachers should observe the following as the greatest restriction and then are allowed the autonomy to lessen those restrictions as they see fit: **Late work submitted one day late with a deduction of 30 points (70 max grade).**

A final deadline for any credit should be set and clearly communicated with students (i.e. the Friday prior to the final week of the grading period)

Semester Exams and Exemptions

All students are expected to take semester exams in December and in May. Semester exams are cumulative assessments of the student's mastery of course content for the respective semester.

An exemption procedure for final exemptions is permitted for seniors provided the following:

- The student receives teacher approval including satisfactory ratings in conduct.
- The student holds a 90 average for the semester calculated one week prior to semester exams.
- The student has NO unexcused absences for the semester.
- The student has no more than **five (5) excused absences** per semester for any reason including documented medical absences or conditions. Absences documented as ACP school functions are not counted towards this total.
- The student has not been suspended during the semester.

Any student who prefers to take the final exam in lieu of the exemption may make this request of the administration. If a student takes the exam, the student may not change his or her mind upon receiving the exam grade and opt for exemption—the exam grade will be posted.

Due to the integrity of the exams, no semester exam will be administered early. If a student will miss the semester exam they must schedule a make up with the Dean of Academics. If a student does not reschedule the missed exam with the Dean of Academics, the exam grade may be a zero.

Standardized Testing Program

Antonian administers standardized testing according to the guidelines established by the Department of Catholic Schools, which includes tests of general achievement and scholastic aptitude. This is intended to provide Antonian and the Archdiocese with sufficient data for making realistic decisions about the future goals of the system, its individual schools, and individual students. Antonian administers the College Board suite of assessments (PSAT 8/9, PSAT/NMSQT, and SAT). Antonian also administers NWEA assessments in English and math in all grade levels three times each school year.

The required Archdiocesan testing program includes a standardized test of religion programs. The Assessment of Religious Knowledge (ARK) is a religion program assessment that measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students.

Academic Probation

Academic Probation is a designation for students with two or more F's for the quarter. Students on Academic Probation may not participate in athletics or co-curricular activities. The final decision as to whether a student will be allowed to continue as a student after being placed on Academic Probation for two consecutive quarters will be made on a case-by-case basis. Parents will be notified of a student's placement on Academic Probation by a letter from the Dean of Academics. The Guidance Counselors will meet with students who receive an "F" in any course to devise a plan for making up the course. Seniors are required to remediate any F in order to graduate. Remediation of Ds and Fs should take place the semester or summer following the grade report. Students who fail a course for the year may be placed on Academic Probation.

Copyright Policies

All Antonian employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law,
- fair use guidelines,
- specific licenses or contractual agreements, and
- other types of permission.

Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

Liability of copyright law extends to use of Antonian name and logos. Any intended use and request of Antonian name and logos should be submitted to the Director of Communications.

Field Trip and Outings

Field trips can serve as a critical bridge between theoretical concepts and real-world applications and may be approved by administration when advanced planning, location, and the experience ensure a successful learning opportunity.

Please note the following regarding field trips:

- Students must have a signed and dated release form from the parent/guardian for each field trip. Any specific information such as purpose, activities, fees, emergency numbers, must be indicated or requested on the permission release form.
- Students with excessive absences, excused and/or unexcused, may be denied the privilege to participate in class field trips, as deemed by campus administration. Additionally, school administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- Adequate transportation is provided by Antonian and appropriately licensed, insured, and bonded transportation used. Private individuals should not provide transportation unless approved by campus administration and all requirements from the Archdiocesan Office of Risk Management must be met.
- Adequate supervision by qualified adults will be provided including one or more employees of the school. Supervising adults and employees must have a current background check and evidence of safe environment training on file with Antonian.
- All student emergency medical information or medication permission forms remain in effect during the field trip activity. The field trip permission form and any medical forms, including but not limited to medication permission forms, must accompany the students on the trip. If the field trip is out of town and/or overnight, parents/guardians should be asked to submit more specific information as needed.

Unless Antonian specifically approves a trip, the school's name cannot be used. Privately organized trips that involve students will not be promoted or organized within the school.

Academic Honors

Each year, Antonian holds honors convocations to recognize outstanding achievement by its students. A description of some of the common awards presented are included here.

Academic Lettering

LETTERING FOR PLACEMENT ON ACADEMIC HONOR ROLL

A student becomes eligible to be awarded an academic letter for placement on academic honor roll beginning with the sophomore year. An academic letter may be awarded to a sophomore student who has been on the honor roll six of the seven previous quarters at the time of the awards ceremony or may be awarded to a junior or senior student who has been on the honor roll seven or more times up to the time of the awards ceremony held in May. Once an academic letter has been earned, an additional insert may be awarded at the next awards ceremony to any student who has been on the honor roll for the previous four consecutive quarters.

LETTERING CRITERIA FOR DRAMA/SPEECH COMPETITION ACTIVITIES

A student who has participated in drama or speech competitions becomes eligible to be awarded an academic letter upon earning four points as follows:

Drama Competition:

- 1/2 point if student participates at district level
- 1/2 point if student earns award at district level
- 1 point if student participates at state level
- 1 point if student earns award at state level

Speech Competition:

- 1/2 point if student participates at state level
- 1/2 point if student makes state semi-finals
- 1 point if student places in state top eight (8)
- 2 points if student places in state top three (3)

President's Award for Academic Excellence

The President's Award for Educational Excellence is a national award presented for outstanding academic excellence. There are two categories: the gold award and the silver award. To receive the gold award, a student must have a cumulative GPA of 90 or better and have scored in the 90th percentile on both the reading and math sections of the respective standardized test in the SAT suite of assessments for the student's grade level taken within the last twelve month period. To receive

the silver award, a student must have a cumulative GPA of 90 or better and have scored in the 90th percentile on either the reading or math section of the respective standardized test in the SAT suite of assessments for the student's grade level taken within the last twelve month period.

Antonian Award of Excellence

Antonian recognizes the students who have earned the highest average in each level of the core courses of English, Language Other Than English, Mathematics, Science, Social Studies, and Theology. The student with the highest average receives an Antonian Award of Excellence.

Antonian Certificate of Merit

Antonian recognizes the students who have earned the second highest average in each level of the core courses of English, Language Other Than English, Mathematics, Science, Social Studies, and Theology. The student with the second highest average receives an Antonian Certificate of Merit.

Student Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, on a preponderance of the evidence standard, taking into consideration written materials, observation, or information from students.

Academic dishonesty includes but is not limited to:

- cheating which may include
 - the giving or receiving of unauthorized assistance, either inside or outside the classroom, which might give the student, or any other student, an unfair advantage. **This may include unauthorized materials, assessments, or Teacher's Editions of textbooks.**
 - Copying from a picture or graphic on an electronic device
 - having access during any test or quiz to any information which is relative to the test, talking to anyone during the test and looking at another student's work
- plagiarism which is the use of another's words without giving due credit, theft of material, copying the work of another student, giving false data or information for a paper, report, or other such assignment, cutting and pasting from the Internet, retrieving information from a private email account, social network account or other such networks, presenting information as your own which is not your own including undocumented sources and also taking ideas from another student's work as well as information from all forms of digital media.
- **Being in possession of a cell phone, smart watch, or other personal electronic device at any time during an assessment**
- The inappropriate use of AI tools (see AI Use and Acceptable Technology Use Policy, pg 34)

Cases of cheating/plagiarism will be adjudicated by the Dean of Academics. However, in general the following consequences may be assessed:

- 1st offense: Referral to Dean of Academics; a grade of 0 for the affected academic work; Saturday School; parent/guardian will be notified of the incident
- 2nd offense: Referral to Dean of Academics; a grade of 0 for the affected academic work; Saturday School; academic probation; parent/guardian will be notified of the incident

- 3rd offense: Referral to the Student Conduct Board

If it is deemed that the incident of cheating resulted from theft of academic materials from the possession of an Antonian employee, consequences related to Theft under General Application of Formative Consequences may be applied.

HEALTH AND WELLNESS

The goal of a school health program is to increase each student's ability to maximize his/her academic potential by modifying or eliminating health-related barriers to learning. Ultimately, a school health program can help to decrease absenteeism due to illness, decrease the incidence of communicable disease, promote present and future health of its students, and protect students and staff members by providing a safe and healthy school environment.

Role of the Principal

The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations.

Role of the Health Coordinator

The Health Coordinator is appointed by the Principal. The role of the Health Coordinator includes scheduling required health screenings according to state regulations by certified screeners; monitoring immunizations; maintaining health records; completing state and Archdiocesan statistical reports, and performing other health service-related duties for which he or she is trained.

Role of Other Staff in the School Health Program

Antonian employees should refer suspicious symptoms to the Health Coordinator, the Principal, or other appropriate administrator. Students who are experiencing or may be experiencing social or emotional difficulties should be referred to the Director of Counseling Services. Students who are suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the Director of Counseling Services. If the Director of Counseling Services is not available, report immediately to the Principal or other appropriate administrator.

Health File

A health file must be maintained on each student. Health records are kept in the student's health file and its contents are treated as confidential; they are available to the Principal, the Health Coordinator, and the professional staff, as necessary. Health files are to be stored in a locked filing cabinet or secure area of the school. A student's health file should include the student's immunization record, vision, hearing, scoliosis, and Acanthosis Nigricans screenings, pertinent medical information, and doctor's name. This information may be kept electronically using the school's data management system.

For a student's health records to be transferred to another school, the student's parent/guardian must sign a release. The release must define the method of transmission (e.g., scan, email, postal service, or hand-delivery to the parent/guardian). Documentation shall be maintained in the student's file. The student's original health record is given to the receiving school when the student transfers to another Catholic school.

Requirements and Regulations

Immunizations

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

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

A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30-day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and the school shall exclude the student from attendance until the required dose is received and proof is provided to the school.

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

Student Accident Insurance

Antonian carries the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is part of the tuition charged to parents/guardians each school year. Student accident insurance is secondary insurance and covers students at all school-related activities (excluding football) and for travel to and from all school-related activities. Parents/guardians are given the opportunity to purchase supplemental insurance at higher levels in addition to the required basic insurance coverage. This is encouraged of parents/guardians of football players as football is not covered by the basic student accident insurance plan.

Use of Insect Repellents at Antonian

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

Medication Administration

General Policies

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner, or dentist will be administered during school hours. A Medication Permission Request Form (obtained from the school office) must be completed by the parent/guardian and the health care provider in order for any medication to be given by Antonian personnel. The signing health care provider and the parent/guardian cannot be the same person. Medication is to be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

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

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

Parents/guardians of high school students may grant permission for their child to receive over-the-counter medication that has not been prescribed by a doctor during the school day. This does not include homeopathic or herbal medications, which will not be administered at the school by school staff unless accompanied by a properly executed Medication Permission Request Form. Written permission of the parent/guardian to take a specifically identified over-the-counter medication must be documented and kept in the student's health file. In the permission, the parent/guardian must acknowledge that the medication may be administered by non-medical personnel. If a parent/guardian grants permission for his/her child to receive an over-the-counter medication without a prescription during the school day, the parent must supply the medication in the original and unopened manufacturer's container with the label intact or the medication shall not be accepted by the school.

For purposes of the foregoing statement, over-the-counter medications are limited to the following medication: ibuprofen, acetaminophen, antihistamines, antacid, cold medication, antibiotic cream, hydrocortisone cream, topical analgesics, burn gel, cough medication, cough drops, eye drops (specifically to address dryness)

Medication will be dispensed by a designee of the Principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year. Medication is stored in a locked cabinet in the school office.

Sunscreen at School

Sunscreen is treated like any other medication and requires an appropriate and complete medication permission form on file with the Antonian in order for it to be applied during the school day.

Medication Administration Off School Grounds

Daily and rescue medications (i.e., asthma, allergy, diabetic and seizure medications) are to be sent on off-campus trips with the trip moderator. All medications must be labeled according to the General Policies under Medication Administration and be accompanied by a copy of the signed medication permission form. Trip moderators must carry a cell phone in case of emergencies.

Storage of Medications

Medication is stored in a locked cabinet or drawer in the nurse's office. Medication requiring refrigeration is stored in a locked refrigerator. Form: Sample Medication Refrigerator Log – 8204A

Treatments and Care Plans

Students with Allergies

It is the responsibility of the parents/guardians of a student known to be susceptible to anaphylaxis to inform the Principal, the school nurse, the student's teachers, and all other Antonian personnel who are in regular contact with the student. It is likewise the responsibility of the student's parents/guardians to complete and submit to the school nurse a Food Allergy & Anaphylaxis Action Plan (can be provided by the school nurse) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The action plan shall include individual treatment protocol that is established by the child's allergist. The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan form will remain with the Health Coordinator and copies will be distributed to the student's teachers and extracurricular moderators. A student susceptible to anaphylaxis who has been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medical Permission Request Form to the Health Coordinator for use in case of an emergency.

Students with Asthma

It is the responsibility of the parents/guardians of a student diagnosed with asthma to inform the Principal, the student's teachers, the Health Coordinator, and all other Antonian personnel who are in regular contact with the student of their child's asthma. It is likewise the responsibility of the student's parents/guardians to complete and submit the Antonian Health Coordinator an Asthma Action Plan (found on the Antonian website at www.antonian.org) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Asthma Action Plan is meant for parents, physicians, teachers, and other relevant Antonian personnel to coordinate information, methods of management, and define an emergency plan. All Antonian personnel that have regular contact with the student will be provided access to the Asthma Action Plan.

Students with Diabetes

It is the responsibility of the parents/guardians of a student diagnosed with diabetes to inform the Principal and the Health Coordinator of their child's diabetes. Immediately following a child's enrollment or diagnosis, and before the child begins or returns to school, there shall be a meeting to agree to a Diabetic Care Plan (form found on the Antonian website at www.antonian.org) and how the school shall respond to a diabetic crisis during the school day. The meeting shall include the student's parents/guardians, the Principal, the student's teachers, the Health Coordinator and other Antonian personnel who have regular contact with the student. All Antonian personnel that have regular contact with the student will be provided access to the Diabetic Care Plan. The Diabetic Care Plan should be signed by a licensed physician or health care provider and the signing health care provider and the parent/guardian cannot be the same person. The Health Coordinator or other designated Antonian staff member assigned to assist the student read, calculate, or dose their insulin shall document the diabetic student's levels.

Communicable Disease Control

It may seem at times that Antonian's attendance policies and the need for a student to stay home to recover from an illness and prevent the spread of a communicable disease are in conflict, causing a student to come/be sent to school, when in reality it is prudent for the student to stay home. The Administration, faculty, staff, and other students of Antonian will be understanding and would greatly appreciate it if parents/guardians would keep their child home in such cases.

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

Counseling and Guidance

The Counseling Department is responsible for assisting all students and parents/guardians in the areas of academic, college, and career counseling, as well as in the areas of personal, social, and emotional counseling support. Counseling services are a part of student formation and are accessible and available to all students. Counselors provide overall system support through direct counseling for students and families, consultation with faculty, and coordination of services to help prepare students to become responsible citizens and servant leaders in their community and the greater society. Antonian is provided consent for counseling services by way of the student handbook. However, additional consent may be requested/obtained for issues of an ongoing nature. Parent/guardian communication and partnership is an essential part of student support services. The Counseling Department strives to keep open communication with parents/guardians, while maintaining a safe, open, and accessible environment for students.

The Antonian Counseling Department makes every effort to maintain confidentiality in the school counseling setting. However, by law, there are some exceptions when counselors may need to break confidentiality and share information to ensure student safety. These exceptions include suspected child and/or elder abuse or neglect; when there is a probability of imminent physical injury; when ordered by a court of law; and/or when asked for a professional referral with a signed release.

SCHOOL COUNSELING SERVICES ON CAMPUS

The counseling department supports each student's academic, personal, and social growth while providing individualized assistance with course planning, college and career exploration and social-emotional well-being.

Our counselors provide individualized support in:

- Academic Development
- College and Career Advisement
- Social and Emotional Development
- Individual Student Planning
- Family and Community Collaboration

Each school year, students are assigned to a designated school counselor based on the campus counselor assignment plan. Counselor assignments are communicated to students through classroom guidance visits at the beginning of the school year, ensuring that all students are informed of their assigned counselor and the services available to them. Students may access school counseling services at any time during the school day. If a student's assigned counselor is unavailable, the student may request assistance from another school counselor to address immediate needs. Students may request school counseling services by visiting the counseling office during school hours or by contacting their assigned school counselor via email to schedule an appointment.

While school counseling services can have a significant positive impact on students' academic achievement, social and emotional development, and overall well-being, they also have important limitations. Students and parents/guardians should be aware that school counseling is designed to provide short-term, solution-focused support within an educational setting and is not a substitute for ongoing mental health therapy or other specialized clinical services. When a student's needs extend beyond the scope of school-based counseling, the school counselor may recommend appropriate community resources or referrals to ensure the student receives the level of support needed.

Mental Health Crisis Response

Antonion maintains established procedures for responding to student mental health crises, including concerns related to suicidal ideation, self-harm, threats of harm to others, and other significant mental health emergencies. The school also has protocols in place to support students returning to campus following a mental health crisis or hospitalization, with the goal of promoting a safe, supportive, and successful transition back to school.

Any student who is suspected of experiencing a mental health crisis or exhibiting behaviors that may indicate an imminent risk to themselves or others should be referred immediately to a school counselor for assessment and intervention. If a school counselor is unavailable, the concern should be reported immediately to the principal or another campus administrator to ensure a timely and appropriate response. School counselor contact information is available on the school's website and may also be obtained by contacting the front office during regular school hours.

Physical Safety

Child Abuse Laws

Antonian, as a Catholic school in the Archdiocese of San Antonio, will pursue all reasonable measures to assist maltreated children and their families. To that end, Antonian will:

- comply with the requirements of Texas Statutes Family Code Chapter 261 – Investigation of Report of Child Abuse or Neglect;
- cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect;
- cooperate with official child protective agencies if officials seek to interview a child at school;
- provide child abuse awareness in-service education, including legal requirements for school personnel; and
- encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

Mandated Reporting of Abuse or Neglect

An employee of Antonian who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report. The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website at www.txdps.state.tx.us. On-line reporting can be done at www.txabusehotline.org.

If the allegation of abuse is being made against an Antonian employee, the Superintendent of Catholic Schools must also be notified immediately.

Reporting of Sexual Abuse

Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to the DFPS. If the allegation of abuse or misconduct involves Antonian school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

Closed Campus

Antonian is a closed campus which means that students are not permitted to leave without permission nor are student guests generally permitted on campus during the school day. This policy is instituted to protect the physical safety of the student. Students are not permitted to leave campus to get lunch and cannot be excused by parents/guardians for this purpose. Students checking out during the lunch period will be required to present a note from the appointment they attend. Outside deliveries to the school (Grubhub, Uber Eats, etc.) are not permitted during the school day. The Administration reserves the right to consider exceptions to this policy on an individual basis as warranted for special circumstances.

Inclement Weather

Antonian shall follow the decisions made by North East Independent School District (NEISD) regarding school closure, late start, or early dismissal because of inclement weather or any other emergency. It shall be the responsibility of the Principal to ensure that any instructional time lost due to cancellation is made up. In the event of school closure, Antonian will utilize its broadcast email system to send appropriate notification to families and employees.

Student Transportation

Antonian is responsible for the operation of a fleet of school vehicles (e.g., buses) and, as such, observes all state regulations regarding licensing, insurance, safety, and other legalities. Any driver transporting students in an Antonian or Archdiocesan vehicle is to be approved by the insurance company of the Archdiocese of San Antonio. The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

School Food Service Program

Antonian contracts with an external vendor for the provision of food services. Please note that the food service provider offers food items that may contain ingredients known to be allergens including milk, eggs, wheat, soybean, peanuts, and tree nuts. Please refer to the Student-Parent Handbook section on Students with Allergies for more information about protocols related to food allergies.

Questions regarding food services may be directed to the staff of the food service provider at the contact information provided on the Antonian website.

MISCELLANEOUS

Food in Classrooms

Understanding that students need to feel nourished for optimum learning, each teacher has the discretion to permit, or prohibit, a light, healthy snack and/or beverage to be consumed in his/her classroom during class. Expectations regarding this will be communicated in each teacher's course syllabus. If a student is meeting with a teacher during the student's lunch period, the teacher likewise has the sole discretion to permit the student to eat his/her full lunch in the classroom. In the event of unusual circumstances, the Administration may determine that it is necessary for students to eat their lunches in assigned classrooms under the supervision of a teacher. In this case or in the case of a teacher permitting a student to consume any food/beverage in the teacher's classroom, all trash/crumbs/spills must be thoroughly cleaned/disposed of by the student. Such trash should be placed in larger trash receptacles in the hallways rather than in the classroom trash can.

As Antonian is a closed campus to outside deliveries, teachers are strictly prohibited from providing outside food to Antonian students unless previously approved by campus administration.

Graduation Regalia

Antonian students may distinguish themselves through Antonian-sanctioned activities and may earn the opportunity to wear special regalia at graduation. All cords/stoles/other regalia to be granted through Antonian are initiated by faculty moderators and must have approval of the Administration prior to being issued. Any cords/stoles/other regalia received through organizations external to

Antonians are not permitted to wear regalia at graduation unless expressly permitted by the administration. A description of approved regalia items are kept internally and printed in the graduation program.

No medals are worn by a student at graduation except for the highest-ranking senior, second highest-ranking senior, TAPPS state champion medals, and the recipient of the Archbishop's Medallion.

Library

The library is open from 7:30 AM to 4:00 PM, with early closure at 12:45 PM on half days. The Library provides 24/7 access to college-compatible academic databases, EdTech tools, eBooks, and videos through the OPALS library link. The library offers a variety of services, including but not limited to library lessons, one-on-one coaching, clubs, Texas Youth Creators Award competition and printing assistance. Students are expected to engage in quiet study or reading while in the library during school hours.

Library Policies:

- **Pass Requirement:** A signed pass or an email from a teacher or substitute is required for entry during school hours.
- **Sign-In:** All students must sign in upon arrival.
- **Food Policy:** No food is allowed in the library.
- **Book Check-Out:** Students may check out a maximum of five printed books at a time. All books must be returned prior the last school day in April to avoid fines. A replacement fee may be required for any damage or lost item.

Students must return all library resources by April 30 or prior to withdrawing from Antonian. It is essential for students to ensure that all materials are returned to avoid any fees and to maintain the integrity of library resources for future students.

For more details, please refer to the "Current Students" section on the Antonian website or the "Antonian Library" in the ACP folder from the school issued chromebook. For any questions, feel free to contact our School Librarian directly.

Locks and Locker Assignments

Each student is assigned a locker based on availability. Changing lockers without permission is prohibited. Lockers are subject to inspection by the Administration. Students are not to use any type of lock other than one obtained from Antonian. Students are strongly encouraged to lock valuables in their lockers, to keep their locks secured at all times, and to refrain from sharing the combination of their locks with other students.

Student Parking on Campus

Student parking on campus is a privilege, not a right. As such, students eligible to park on campus must acquire a parking tag, which must be displayed in the student's vehicle as evidence that a

permit has been purchased, the vehicle has been registered with Campus Administration, and the student has completed the agreement to abide by all parking regulations. Reserved “painted” senior student parking is \$200. Reserved “non-painted” junior/senior student parking is \$150. General parking, open to all eligible students with a valid drivers license, is \$50. Any vehicle found in a student parking lot without the parking tag displayed is subject to the assessment of a monetary penalty and the application of a tire boot. The purchase of a general parking tag does not entitle the student to park in a particular parking space. All outstanding student fines and/or obligations must be cleared prior to that student being allowed to request and purchase a parking tag.

Antonian students are only permitted to park in four lots on the Antonian campus: the parking lot on the north end of the campus nearest the Recko Gymnasium; the parking lot on the south end of the campus near the Pettit Center; the parking lot immediately next to the field house and the parking lot that is at the entrance to the athletic stadium. Parking at any other location on campus is considered a violation and subjects the student to fines and/or disciplinary action.

Students are not to loiter in their vehicles or in the parking lots. Improper parking, speeding, driving the wrong way (contrary to directional flow) in a lot, and playing of car radios loudly on campus are considered violations and may result in suspension or revocation of the privilege to park on campus. All accidents occurring on school property must be reported to an Antonian employee for communication to the Administration as soon as possible.

Appendix A

For a complete and most current listing of all Antonian staff,
please refer to our website at www.antonian.org using the following link:

<https://www.antonian.org/directory>

Appendix B

2026-2027 School Advisory Council

Bill Hall - President
Christiane Garcia- Vice President
Diego Aldrete- Secretary
Giovanni DeGerolami - Member
Brent Mora - Member
Lorrie Tijerina - Member

*Council list updated 6.12.26