

# **Antonian College Preparatory High School**



## **Student-Parent Handbook 2023-2024**

*Encountering Christ... United as Church...Sent by the Spirit*

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**Dear Students and Families,**

**On behalf of the Antonian College Preparatory High School community, it is with great joy and enthusiasm that we extend a warm welcome to all of you as we begin the 2023-2024 school year. We are thrilled to have you as part of our close-knit family, and we are excited about the journey we are about to embark on together. At ACP, we believe that education is not just about academics; it is about nurturing the heart, mind, and spirit. Our commitment to excellence goes hand in hand with our dedication to instilling core values that reflect the Catholic teachings.**

**Our handbook serves as a guide to help you become familiar with our school's mission, values, policies, and procedures. It outlines the mutual responsibilities we share as we work collaboratively to ensure the best educational experience for our students. As partners in your child's education, we encourage open communication and active involvement. Our school thrives when parents, students, and faculty work together in harmony. We appreciate the trust you have placed in us, and we promise to uphold that trust by providing a safe, nurturing, and academically enriching environment for all.**

**Throughout the academic year, we look forward to celebrating the achievements of our students, fostering their individual talents, and watching them grow not only as learners but also as compassionate individuals ready to make a positive impact on the world.**

**Thank you for choosing Antonian College Preparatory High School as your educational home. We are confident that your experience here will be marked by cherished memories, valuable life lessons, and a strong foundation for your child's future success.**

**Blessings,**

**Dr. Monica Ruiz-Mills**

**ACP Principal**

## **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**

A listing of Antonian faculty and staff is included in this document at Appendix A. Contact information for Antonian faculty and staff may be found on the Antonian website (About>Faculty & Staff Directory).

### **School Committees**

#### *TEACHER & STAFF COMMITTEES*

*Academic Council* – The Academic Council is composed of the Dean of Academics, who chairs the Council, Department Chairs, the Principal, Assistant Principals, 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.

*Administrative Council* – The Administrative Council is composed of the Principal, Assistant Principals, Athletic Director, Dean of Academics, 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.

*Admissions Committee* – The Admissions Committee is composed of the Principal, Assistant Principals, and the Director of Admissions, who chairs the Committee.

*Attendance Review Committee* – The Attendance Review Committee is composed of the Assistant Principal, who chairs the committee, and the Administrative Assistant-Attendance. The Attendance Review Committee adjudicates cases of attendance deficiencies that could lead to loss of academic credit based on Texas Education Code Section 25.

*Executive Administrative Committee* – The Executive Administrative Committee is composed of the Principal and the Assistant Principals. The Executive Administrative Committee addresses matters at the highest level of organizational operations of the school.

*Facilities Committee* - The Facilities Committee is composed of the Principal, Assistant Principals, Dean of Academics, Athletic Director, Director of Strategic Development and Alumni Relations, Director of Technology, and the Dean of Business Operations, 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, Assistant Principals, 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 Assistant Principals 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. The Student Conduct Board meets as needed at the call of the Assistant Principals, generally when there is a question of dismissal of a student.

*Student Success Team* – The Student Success Team is composed of the Principal, Assistant Principals, the Dean of Academics, who chairs the Team, Director of Admissions, Director of College Guidance, Director of Counseling Services, Learning Center Director, Learning Center Specialist, and Counselors. 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 Support Committees* – The Administration of Antonian encourages parental participation in the school through a variety of Parent Support Committees including: the Campus Ministry Committee; the Community Fellowship Committee; the Community Outreach Committee; and the Employee Appreciation Committee. 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 Council* – The School 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, IHS (In His Service) 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. The schools of the Archdiocese of San Antonio do not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender, except in the case of single gender schools, in the administration of educational policies, admission policies, and scholarship programs.

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

The principal shall ensure that the school abides by a non-discriminatory policy regarding students and publish such a policy in the school's Parent/Student Handbook.

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**

The Archdiocese of San Antonio recognizes that children with different learning needs desire access to Catholic Education. 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 Antonian 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**

Enrollment at Antonian is continuous from the student's original entry into the school; that is, each student is automatically re-enrolled for the following school year unless the parent informs us by a pre-determined and announced date that his/her child will not be returning. A non-refundable administrative fee is charged annually.

### **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 prior to the High School Placement Test in December 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](http://www.antonian.org).

### **ARRIVAL AND DISMISSAL**

#### **Daily Schedule**

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 3:10 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 4:30 p.m.

Antonian does not provide a supervised after-school program. Parents/guardians are asked to make appropriate arrangements to pick-up their children as soon after dismissal as possible.

Religious services, assemblies, pep rallies, retreats, etc. are part of the school day. Students and parents/guardians should be aware of this in planning any necessary absences.

### **ATTENDANCE**

#### **Absences**

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 (9) or more days of classes per semester risks losing academic credit for affected courses.

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian. 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.

Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused. 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.

Absences for school functions are not counted toward the attendance requirement.

## **Attendance Expectations**

Regular and punctual attendance is expected and required. The effectiveness of any academic program is limited when students miss class time. Late arrival in class impacts not only the student that is late, but also the faculty and fellow students who suffer class disruption. Both absences and tardies contribute to this effect.

**Full Day Attendance:** To be counted as present for a full day of school, a student must be in attendance at school for a minimum of four hours (240 minutes) of the instructional day.

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

Students are expected to be in school for the entire day which includes Masses, retreats, assemblies, and activities that are considered important to the formation of students and therefore considered mandatory.

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.

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.

After ten absences, school administration must give a parent/guardian written notification that their 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.

## **Procedures**

If a student will be absent, the parent/guardian must notify the school (Administrative Assistant-Attendance or designee) by 8:00 a.m. of the student's absence. Notification made by students themselves is unacceptable. For extended absences, notification should be received each day.

Upon return to school prior to attending class, a note stating the student's name and the reason for absence and signed and dated by a parent/guardian (include any doctor's notes as applicable) must be submitted by the student to the Administrative Assistant-Attendance or designee. 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. Documentation must be received within three school days of the absence for the absence to be considered excused.

## **Excessive Absences**

Students who have more than nine (9) absences (both excused and unexcused) per class per semester will need to appeal for reinstatement of credit for any respective class(es). The Administrative Assistant-Attendance or designee will send a written warning to parents/guardians notifying them that the student is at risk of losing credit due to excessive absences.

If excessive absences are a result of extenuating circumstances (for example, a documented medical condition) a waiver 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 percent 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 shall be comprised of the principal and/or his or her designee, the school counselor and the 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 the school campus or physical plant during the hours that school is in session without the prior permission of their parent/guardian and the Administration. Should a student need to leave campus during the hours that school is in session, notification from a parent/guardian must be received by the Administrative Assistant-Attendance or designee prior to the student's departure. If a student must depart a class for more than half of the class period, the attendance record will be changed from present to absent. 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 to whom the student is being released 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 the hours that school is in session, 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.

### **Classification of Absences**

The 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.

#### *EXCUSED ABSENCES*

Excused absences are caused by an unavoidable situation 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.

For an absence for three (3) or more consecutive days due to illness to be considered excused, a doctor's note is required. In addition, a doctor's note may be required for repeated but non-consecutive absences, especially when the student is under the continuing care of a medical professional. If the parent/guardian is aware of a circumstance that will cause the student to be absent for an extended time, the parent should complete the "Advance Notice for Excused Absence" electronic form found on the Antonian website. Upon return to school, a note stating the student's name and the reason for absence and signed and dated by a parent/guardian (include any doctor's notes as applicable) must be remitted by the student to the Administrative Assistant-Attendance or designee. Should a long-term absence due to medical reasons arise resulting in excessive absences, the Administration will work with the family individually.

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.

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 during the early part of the school day.

A parent must provide a signed written explanation for any absence within 7 days of the student's arrival or return to school to be considered excused. After the 7 days, the absence cannot be changed from unexcused.

## *UNEXCUSED ABSENCES*

Unexcused absences are those which present invalid reasons for being away from school that interfere with the student's education. The Antonian 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.

If a student's absence is considered unexcused, he or she will have the number of days absent to make-up any work or missed tests/quizzes. If the unexcused absence results in a conduct violation, the maximum grade that may be earned is a 70. 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.

### **Consecutive Non-Attendance Days**

Antonian 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 College Preparatory High School supports students visiting colleges and universities so that the students and parents may make a more 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. 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.

## **Late Arrivals**

A late arrival is defined as the arrival of a student to school, after school has started for the day. A student who arrives late to school (any time after the start of first period) must report to the front office. The student will be marked as having a “late arrival” and will receive a pass to get to class. This will be recorded as an “L” for “Late Arrival.” Students will be allowed 5 consequence free late arrivals each semester. After 5 late arrivals each incident of being late to school will receive a detention. Consequences may escalate for frequent offenders.

## **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 tardy for more than one-half of the class period will be considered absent. Students who are more than 5 minutes late to a particular class period may be considered absent for that period.

Many factors can cause a student to be tardy; however, students who begin to exhibit habitual tardiness to class for unexcused reasons will be subject to disciplinary consequences. After the 5<sup>th</sup> unexcused tardy, there will be a \$5 fee assessed for the 6<sup>th</sup> unexcused tardy and each subsequent unexcused tardy for the remainder of the semester.

Note: A student cannot be marked both “late” and “tardy.” When they first arrive on campus after the day has started they are “late.” If a student has been at school and later arrives to class after it has started, they are considered “tardy.”

## **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: 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: 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 the Administration
- Being on campus but being absent from class 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 (on or off campus) or withdrawal/dismissal from Antonian.

### **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 assistant principal or administrator on duty.

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

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**

Antoniano 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. Antoniano arranges for parents/guardians to update emergency contact information at the time of any change by way of a link on the Antoniano website. Parents/guardians are reminded of this annually at the time that the administrative fee for continued enrollment is announced. 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 students are afforded the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school should state in writing what procedures are to be followed if a parent or student wishes to view a record and/or receive copies. The school can ask for twenty-four hours' notice and can require the parent to make the request in writing.

## **Release of Records**

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

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

## **Non-Custodial Parents' Access to Records**

Antonian shall allow full access to a student's records to either parent/guardian unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

## **Request for and Transfer of Student Records**

Permanent record cards and health records will be released to a receiving school when that school sends a formal request to the receiving school. This may be done through secure electronic transmissions or via mail (Form 3205A). A release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school's records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release specific to that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date 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 Assistant Principal.

### **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 Warning*

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

#### *Parent/Guardian Contact*

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.

#### *Referral to Campus Counselor*

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

### *Written Warning*

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

### *Parent/Guardian Conference*

The parent/guardian of an Antonian student found to have committed a conduct violation will be required to attend a conference to discuss conditions for the student's continued enrollment.

### *Detention*

For those students who need help with self-discipline and/or self-control, detention encourages them to move in this direction. The tasks to be completed during detention are at the discretion of the Assistant Principals and may include menial work of a janitorial nature. Detention is held after school on days designated by the Assistant Principals. The Assistant Principal will notify each student of his or her assignment to detention prior to the day the detention is to be served.

### *Saturday School*

When a detention has not resulted in modification of a student's behavior or when the nature of the violation may be more serious than that which would warrant a detention, the student may be assigned to Saturday School. The tasks to be completed during detention are at the discretion of the Assistant Principals and may include menial work of a janitorial nature. Saturday School is held on designated Saturday mornings as scheduled by the Assistant Principals from 7:00 to 10:00 a.m. The Assistant Principal will notify each student of his or her assignment to Saturday School prior to the day the Saturday School is to be served. If an emergency prevents a student from attending his or her assigned Saturday School, it is the student's responsibility to notify the Assistant Principal 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 Assistant Principal. A fee of \$60 is assessed for each Saturday school.

### *Disciplinary Probation*

Disciplinary Probation is a warning to a student and his or her parent/guardian 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. Before the student may return to class, communication with the parent/guardian, student, and Assistant Principal is required. During the conference, the Assistant Principal will explain the situation, the duration of the probationary period, and the steps the student and/or parent/guardian must take to improve the behavior. A student whose behavior does not show marked improvement during the probationary period or violates the probation 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 without the convening of the Student Conduct Board. The probationary period may last one month or as many as twelve (12) months.

### *Suspension*

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

A suspension may not last longer than five (5) days. Each school must determine the exact punitive conditions for suspension and these must be published in the school's Parent/Student Handbook. During the period of suspension the student is marked absent.

Any student who is serving a suspension may not participate in extracurricular activities, either as a member of the organization or as a spectator. Any assignments made prior to the suspension period are due upon return to school. The absences for suspensions shall be considered unexcused.

For any assignments made during the suspension period, please see the section on UNEXCUSED ABSENCES for due dates of work and maximum grades allowed. If an investigation during the suspension period results in the student being exonerated, the absence will be considered excused and the policies for assignments during EXCUSED ABSENCES will apply.

## EXPULSION

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from school when other means of discipline have failed. 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.

### *Procedure*

Schools shall publish in the Parent/Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school's website.

When such a serious case arises the following procedures are followed:

1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools must be notified in advance and given a brief explanation of the reasons in writing.

### Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;

3. smokes or uses any tobacco product on school property or at a school-related activity;
4. 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;
5. threatens bodily injury or harm to a student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;
8. engages in chronic or repeated behavior which disrupts the learning environment.

## GRIEVANCE FOR STUDENT EXPULSION

The grievance procedure for student expulsion should be published every year in the school's Parent/Student Handbook.

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 Pastor (parochial schools) or Superintendent's Office (Archdiocesan schools). This request should be submitted within five (5) working days.

If the Pastor/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 Pastor/Superintendent agree 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.

Schools are to provide 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.

The principal, and pastor/authorized agent shall formulate a local grievance procedure in advance of the school year and must publish it in the student/parent handbooks for that year.

The primary aim of any local procedure is to establish and publish the protocol to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs.

### *Student Conduct Board*

The Student Conduct Board meets as needed at the call of the Assistant Principal(s), 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 Assistant Principal 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 Assistant Principal 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 Assistant Principal(s) participate in the discussion but do not vote.
10. The Principal hears the recommendation of the Conduct Board from the Assistant Principal(s).
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*

Expulsion is a serious matter and should be invoked only as a last resort. Normally, it will follow a single grave offense or a series of offenses without effort to reform behavior, and a continued cause of disruption to the educational environment. A student may be expelled from school when other means of discipline have failed. 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 be subject to immediate expulsion at the discretion of the Principal.

## **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.

### **Definitions**

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.

Antoniano 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 Antoniano's goal to provide a safe, positive and productive educational environment. To that end, all members of the Antoniano 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.

### *Definitions*

**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, the Assistant Principal, or the Director of Counseling Services. This may be communicated in person or via electronic communication. 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 Assistant Principal 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 Assistant Principal 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.

### *Definition*

**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 Bullying*

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, the Assistant Principal, 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, Assistant Principal, or Director of Counseling Services. Staff members who have concerns about possible hazing behavior are encouraged to talk with the Principal, Assistant Principal, or Counseling Services. All reporting is considered strictly confidential.

Each complaint of hazing shall be promptly investigated by the Assistant Principal 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.

### **Use of Cell Phones and Other Electronic Communication Devices**

The use of cell phones and other electronic communication devices by students has some advantages in the learning environment including their use as learning and memory aids, the functionality of calendar apps, the benefit of recording voice notes, and the enhancement of collaborative efforts. Regrettably, cell phones and other electronic communication devices can serve as distractions and the means to cheat, cyberbully, and take/send illicit photographs. 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 and other electronic communication devices, including ear buds and other headphone devices, by students on campus is prohibited from the start of first period to the end of eighth period with the following exceptions:

- during classroom instructional time when given explicit permission by the teacher for an instructional purpose;
- during a student's lunch period when that student is in the cafeteria, gallery or at the picnic tables outside the cafeteria;

A student may not use a cell phone 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.

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.

Students will be permitted to use a Chromebook when needed to accomplish work of the respective course.

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 and given to the Assistant Principal. 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, verbal warning is issued, and device is returned at the

- end of the school day
- Violation #3: device is confiscated; \$25 fee is assessed, and device is returned at the end of the school day
- Violation #4 and more: device is confiscated; \$50 fee is assessed, and device is returned at the end of the school day

If further violation occurs, further disciplinary action may be taken, including increased fees, and the Antonian Administration reserves the right to ask the parent/guardian to withdraw the student 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 COMPUTING RESOURCES**

Antonian provides computing 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 computing resources by its students.

Whether an electronic communication or use of the computing 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 in conformance with 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, tablets, gaming devices, cameras, school-issued devices, or other electronic communication equipment of any type.

Users of Antonian's computing 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 computing 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 Computing Resources policy applies to all users of computing resources owned or managed by Antonian. This includes but is not limited to Antonian employees, students, parents/guardians, and any guests accessing the resources.

## Definitions

**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 the Federal Bureau of Investigation's (FBI) Internet Crime Complaint Center.

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 teacher 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 Computing 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 unauthorized 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 Computing Resources**

It is of utmost importance that any student who, through use of computing 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, the Assistant Principal, 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.

Definitions

Minors means a person younger than 18 years of age.

## 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 and graces needed to act responsibly and successfully in adult society, 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 by the Administration 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. In all matters of dress and appearance, the Administration is the final arbiter.

### 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)
- 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
- Optional: a navy-blue sweater, navy blue fleece jacket, or navy blue Antonian signature sweatshirt may be worn.

#### *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 shorts
- Red, white, or Columbian blue polo-style knit shirt
- 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
- White short-sleeved or three-quarter length blouse
- 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 : a navy-blue sweater, navy blue fleece jacket, or navy blue Antonian signature sweatshirt may be worn.

### *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 blue or khaki slacks
- White short-sleeved or three-quarter length-sleeved blouse with hemmed bottom.
- White or navy-blue knee-high, crew length, or athletic-style socks
- Red, white, or Columbian blue polo-style knit shirt
- Optional: black or navy blue solid (no prints) tights 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*

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.
- 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:

- When necessary for student comfort on a Mass day or other special occasion when the formal day uniform is worn, a navy-blue sweater, navy blue fleece jacket, or navy blue Antonian signature sweatshirt may be worn.
- When necessary for student comfort on days when the regular day uniform is worn, the official Antonian-branded outerwear sweatshirts may be worn and can be obtained directly through Antonian Trading Post or the varsity cardigan sweater obtained through Flynn O'Hara
- For females - optional: black leggings/tights 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.

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.

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 collar nor hang over the eyebrows. Ponytails for boys are not permitted.

Boys are to be clean shaven at all times and sideburns shall not extend lower than the bottom of the earlobe.

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.

Students may not wear jewelry that is gaudy, Gothic, or otherwise not in keeping with the conservative nature of the uniform. Earrings and posts on boys are not acceptable wear at school or at any school-sponsored activity, night or day, on or off campus, including if worn under any covering including a bandage. No tongue rings, nose piercings, or other visible body piercings other than ear piercings for girls are permitted.

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. The intent of these consequences is to encourage a student to better comply with the Dress & Grooming Code and are as follows (for a description of the consequence issued, please refer to the section Possible Consequences of Conduct Violations):

- 1st incident of non-compliance - Written warning (WW)
- 2nd incident of non-compliance - Parent Contact (PC)

- 3rd incident of non-compliance - Detention (DN)

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.

## **DUE PROCESS/APPEALS**

### **Grievance for Student Expulsion**

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

#### *Procedure*

Prior to the initiation of a formal grievance, parents/guardians who seek redress for their expelled child must 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:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the School Council Secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original document of the complaint.
2. The School Council Secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the School Council Chair within three (3) school days of the decision of the LGC. The School Council Chair will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the School Council Chair's receipt of such an appeal. The School Council Chair will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the School Council Chair, the avenue of further appeal would be the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the School Council Chair's decision.
5. Pending outcome of the formal grievance, only the Principal may, with or without condition, abate the termination.

#### *Local Grievance Council – Composition:*

1. The LGC shall be composed of three (3) to five (5) members appointed by the Antonian School Council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One (1) member may be a present or former School Council member. The other two (2) members should have no direct relationship to the school.
4. The appointment to the LGC is for one (1) year and is renewable.

### *Local Grievance Council – Duties and Process:*

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the LGC is to uphold the Principal's decision, then the process moves to process step No. 8 (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an observer/advisor. The observer/advisor need not be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into a closed session to consider the oral and written presentations.
7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

### **Appeal Process for Issues other than Expulsion**

All disciplinary actions/decisions that do not result in student expulsion will be resolved at Antonian. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters.

Antonian will hear from an individual in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group as follows:

1. The complaining party shall prepare a written statement of the complaint including a brief summary of the issue.
2. The complaining party shall present the complaint to the Principal. The Principal will set a date for meeting the aggrieved party. The Principal will provide a written response and decision to the complaint.
3. If the aggrieved party is not satisfied with the decision of the Principal, notification shall be made in writing to the School Council Secretary to be discussed at the next monthly meeting of the Antonian School Council, so long as the complaint is submitted a minimum of 7 days prior to the meeting of Council.

## **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 Assistant Principals 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). For the 2023-24 school year, 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 shall develop a plan for the supervision of locker rooms. Students shall not be permitted in the locker room without adult authorization. At no time shall a coach give a student keys to any of the facilities including the locker rooms.

**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 two 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 2023-2024 school year is \$12,720.

### **Registration and Other Fees**

A first-time registration fee of \$500 is required for each student registering to attend Antonian. The registration fee for returning students is \$400.

The following fees are assessed as warranted:

- Late Tuition Payment Fee - \$25
- Dual Credit Fee: St. Mary's University<sup>1</sup> - \$200 per course
- Dual Credit Fee: University of Texas (Engineering)<sup>2</sup> - TBA
- AP Exam Fee - \$94 per exam<sup>3</sup>
- FACTS Return Check Fee - \$30
- Text for Money Matters - \$37

- Parking Permit Fee - \$50
- Transcript Fee - \$5<sup>4</sup>
- FACTS Credit Card Transaction Fee – 2.75%

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> Once an AP exam has been ordered, a portion of the exam fee (\$40) is non-refundable should the student choose not to sit for the exam.

<sup>4</sup> 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 MBS Direct, 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:

- High School Placement Test (HSPT) Scholarship – Students who score in the 95th percentile or higher on the composite battery of the High School Placement Test (National Percentile Ranking, NPR) earn a scholarship ranging from \$1,000 to \$2,000 (graduated amounts as the score increases from 95 to 99). 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.
- 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](http://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.

### *Third Party Scholarships*

There are several third-party scholarships available to Antonian students. The criteria used to determine the award of these scholarships have been established by the benefactors of the scholarships. More information about these scholarships, including the criteria and application procedures, may be found on the Antonian website at [www.antonian.org](http://www.antonian.org) under the tab Admissions at the link for 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 to an administrative staff member as deemed appropriate. Practically, the Principal delegates this approval granting responsibility to the Director of Student Activities. 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](http://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 Ascender. The Ascender 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 Ascender 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. 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 directly before contacting the Administration. Communicating with the teacher will promote a better understanding of the situation and will often result in a timely resolution of the matter. If resolution is not reached, then the matter can be taken up with the Dean of Academics for an instructional issue or the Assistant Principal for a behavioral issue.

## **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.

### *Fire Drill*

Schools must comply with the state Fire Marshal's mandatory school fire exit drills that requires 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.

### *Tornado Warning*

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 (ALERRT) 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 members of a Catholic community, 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 ourselves and more importantly 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. To this end, Antonian has developed a program of Christian community service for its students.

A total of 100 hours of service are required for graduation. Students are required to complete a minimum amount of service hours per year; that is, all 100 hours cannot be completed in one year, with no service done in any other year.

The Campus Ministry office provides opportunities to earn service hours throughout the school year. In unusual circumstances including, but not limited to the occurrence of a pandemic, the Administration will provide students with guidance regarding the means by which students may satisfy the stated Christian Community Service requirements.

### **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 each quarter end. Students who are failing more than one course 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.

#### *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 Ascender Teacher Portal for electronic grade books. Parents and students establish login credentials to review grade information via Ascender Parent Portal. It is essential that teachers enter all grade data in Ascender 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 Ascender 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 Ascender, the student grade portal module. Report cards will be made available to parents at the end of each semester.

### **Promotion and Retention Policies**

Social promotion is prohibited at Antonian. Skipping grade levels is also prohibited. Students are promoted to the next grade level based on their academic achievement.

Students who do not meet the academic criteria for promotion will be required recovery of credits required for graduation. For purposes of awarding course credit, each semester generally stands alone. However, if a student has failed a semester of a course (grade average below 70) but has passed the other semester such that the average of the two semesters is 70 higher, credit for the entire

year will be awarded. When credit cannot be awarded for one or more semesters of a course, the student must demonstrate the successful completion of remedial work in summer school. Students must remain on track to graduate on time, on an annual basis.

### **Credit Requirements for Graduation**

Students will generally earn the following credits toward graduation:

<b>Subject</b>	<b>Credits</b>
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

Antoniano's set of credit requirements exceeds the credit requirements for graduation established by TCCB ED. Credits earned from outside sources other than at Antoniano are awarded at the discretion of the Administration.

Based on the Antoniano program of study, all students will likewise meet the state of Texas Foundation High School Program and will earn an endorsement in Multidisciplinary Studies.

Antoniano 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 the 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 student 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 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:

Course Level	Added Points
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 the teachers and learning center staff will periodically review the accommodations and support teachers in their implementation.

## **Student Support Process**

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.

If a student's grade falls below a C average in any course, he or she may be subject to mandatory tutoring. The teacher shall issue an academic alert, which is to be emailed to the parent/guardian (electronic form is available on the faculty web portal) as notification of the mandatory tutoring. The student is to arrange for tutoring with the teacher at least two days a week until the student raises the grade to at least a C average.



## 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 9<sup>th</sup> grade students are placed in courses based on performance on the High School Placement Test (HSPT) results and the results of other recently completed 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 conference with the staff of the Counseling Department. 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 (presently St. Mary's University). The staff of the Counseling Department can provide the specific score requirements to those who are interested.

When a student requests placement in an AP class, the staff of the Counseling Department 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 staff of the Counseling Department 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). This suite of assessments provides college and career readiness benchmarks which may indicate a student's preparedness for an AP course.

A student who takes an AP course is expected to sit for the respective AP exam, the dates of which are stipulated by the College Board and typically take place in late April/early May of each school year. A procedure to allow students to opt out of some AP exams based on the number of AP courses in which the student is enrolled during the academic year is provided as follows:

Number of AP Courses	Number AP Exams Must Be Taken
1	1
2	2
3	3
4	3
5	4
6	4
7	5

Each student must confirm with the staff of the Counseling Department the exact AP exams he or she will take by an announced date. Notification of this deadline will be made through daily announcements, as well as through notes in the weekly electronic newsletter generally transmitted each Wednesday during the school year.

### **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 the Dean of Academics and/or the Assistant Principals/Principal 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 or further 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 not missed more than nine (9) days of classes per semester (see 90% attendance policy under Absences) not to include absences related to school functions.
- The student has no unexcused absences for 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.

### **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).

The required Archdiocesan testing program includes a standardized test of religion programs. NCEA ACRE (Assessment of Catechesis/Religious Education) is a religion program assessment, given in the 11th grade. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools.

### **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.

### **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 Policy**

Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity. The Principal must initially approve the planning of the field trip or outing.

Practically, the Principal delegates the authority to approve field trips to the Dean of Academics. The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy and goals of Antonian.
- Field trips should be related to the curriculum and meet educational objectives and goals.
- The trip should be appropriate for the age and maturity level of the students.

The following requirements must be met when seeking approval for a Field Trip:

- The Principal 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 must be provided by Antonian. Appropriately licensed, insured, and bonded transportation must be used. Private individuals should not provide transportation. In the event that private individuals must be considered for transportation, all requirements from the Archdiocesan Office of Risk Management must be met.
- Adequate supervision by qualified adults must be provided by Antonian, 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. Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy.
- The student 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.
- 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.
- For one-day out of town field trips, the Principal must be consulted.
- For overnight field trips, out-of-state or out-of-country field trips, there needs to be approval from the Principal. In addition, the Office of Risk Management must approve if the ultimate liability coverage for the trip is carried through the Archdiocese.

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
  - 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.

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 the Assistant Principal. 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 Assistant Principal.

## **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 medications:

- antibiotic cream
- hydrocortisone cream
- topical analgesics
- burn gel
- eye drops (specifically to address dryness)
- antihistamines
- ibuprofen
- acetaminophen
- antacid
- cold medication
- cough drops
- cough medication

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 shall be 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 field trips with the moderating teacher. 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. The moderator of the field trip must carry a cell phone on his/her person at all times during the field trip in case of emergency.

### **Storage of Medications**

Form: Sample Medication Refrigerator Log – 8204A

Schools must store medication in a locked cabinet or drawer. Medication requiring refrigeration must be stored in a locked refrigerator.

### **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 student's teachers, the Health Coordinator, and all other Antonian personnel who are in regular contact with the student of their child's allergy. It is likewise the responsibility of the student's parents/guardians to complete and submit the Antonian Health Coordinator a Food Allergy & Anaphylaxis Action Plan (found on the Antonian website at [www.antonian.org](http://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 Food Allergy & Anaphylaxis Action Plan shall include an 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](http://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](http://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 Antonian 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.

The Antonian Counseling Department provides 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

Per TCCB ED, schools must have a systematic guidance program throughout all grade levels that supports the development of the whole child through a comprehensive developmental guidance and counseling program.

Schools must provide parents and the school community written notification of school counseling services available on campus using the parent/student and employee handbooks. This notification must include the following:

- A statement regarding the provision of school counseling services for all students,
- The school counselor's role and responsibilities,
- The school counselor's responsibility to follow and adhere to ethical standards of confidentiality and the limits of confidentiality,
- The benefits and risks of school counseling, and
- Process and procedures for requesting school counseling services from the school counselor.

See the American School Counselor Association's Ethical Standards for School Counselors available at:

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

## MENTAL HEALTH CRISIS RESPONSE

All schools must have a mental health crisis response policy and procedure. This policy should address self-harm, suicide ideation, harm to others, and any other mental health issues. The policy should designate roles & responsibilities for administration, school counselors, faculty, staff, parents/guardians and students. The policy should include return to school procedures for the student in crisis.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, self-harm, etc.) should be referred immediately to the school counselor. If no school counselor is available, report immediately to the principal. The Counseling and Student Services Department of the Catholic Schools Office is available for consultation.

Additional information and contact information for each of the members of the Antonian Counseling Department, can be found on the Antonian website at [www.antonian.org](http://www.antonian.org).

## **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](http://www.txdps.state.tx.us). On-line reporting can be done at [www.txabusehotline.org](http://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. To this end, outside deliveries to the school are not allowed 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*

Antoniano 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, Antoniano will utilize its broadcast email system to send appropriate notification to families and employees.

### *Student Transportation*

Antoniano 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 Antoniano 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.

## **Nutrition and Wellness**

### *School Wellness Program and Policy*

Antoniano is committed to providing a school environment that promotes the development of lifelong wellness practices. In order to protect students' health and ability to learn by supporting healthy eating and physical activity, Antoniano will:

- \*Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- \*Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- \*Provide opportunities for all students to be physically active on a regular basis.
- \*Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- \*Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- \*Appoint a Wellness Committee to annually evaluate compliance with the wellness policy and local school goals.

### *School Food Service Program*

Antoniano 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 the Apache Dining service 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 for this, may earn the opportunity to wear special regalia at graduation. All cords/stoles/other regalia to be granted through Antonian must have approval of the Administration prior to being issued. Any cords/stoles/other regalia received through organizations external to Antonian are not permitted to be worn at graduation unless expressly permitted by the Administration.

A description of some of the standard regalia items are included here.

**Four-Year Band Member** – In appreciation of their contributions to the Antonian band program, band members who participated for four years in the Antonian band wear a pink honor cord.

**Four-Year Letterman** – The Four-Year Letterman Stole is to celebrate the student-athlete who has completed their academic work while lettering all four years in the same sport at Antonian.

**Honor Cords** – Students who finished each year with an overall GPA of 98 or better and wear an honor cord for each respective year as follows: light blue for the freshman year; red for the sophomore year; white for the junior year, and gold for the senior year.

**International Thespian Honor Society** – Students who are members of the International Thespian Honor Society wear blue and gold braided cords. Officers of the Society wear blue stoles.

**Language Achievement** – Students who distinguished themselves by completing four years of Latin or Spanish coursework wear stoles to signify this accomplishment. Those who completed the fourth

year at the Honors level wear silver stoles and those who completed the fourth year at the Advanced Placement (AP) level wear gold stoles.

Mu Alpha Theta Math Honor Society – Members of the Mu Alpha Theta Math Honor Society who distinguished themselves by meritorious acts wear kelly green and black honor cords.

National Honor Society – Students who are officers of the National Honor Society wear white stoles, while students who are regular members wear light blue stoles.

National Latin Honor Society – Students who were enrolled in a Latin class during their senior year and have earned membership in the National Latin Honor Society any of their four years at Antonian wear purple and gold honor cords.

National Science Honor Society – Students who are members of the National Science Honor Society wear blue and gold braided cords.

National Spanish Honor Society – Students who are officers of the National Spanish Honor Society wear red stoles, while regular members wear orange honor cords.

National American Sign Language Society - Students who are members of the National American Sign Language Honor Society wear royal blue stoles.

South Texas Blood and Tissue Center Recognition – The South Texas Blood and Tissue Center recognizes students who have been significant donors of the lifesaving gift of blood by granting them a red honor cord.

Student Council Officers – Students who hold an executive office of the Antonian Student Council wear gold stoles embroidered with the name of the office.

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 Antonian library is located on the first floor of the Pettit Center. Information about library hours, including when it may be accessed before and after school, library staff, library procedures, and expectations of students when using the library can be found on the Antonian website at [www.antonian.org](http://www.antonian.org). Questions regarding the operations of the library may be directed to the school Librarian.

## **Locks and Locker Assignments**

Each student is assigned a locker. 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**

Antonian students are only permitted to park in three (3) lots on the Antonian campus: (1) the parking lot on the north end of the campus nearest the Recko Gymnasium; (2) the parking lot on the south end of the campus near the Pettit Center; and (3) 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 disciplinary action.

All outstanding student fines and/or obligations must be cleared prior to that student being allowed to request and purchase a parking tag.

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 application of a tire boot and the assessment of a monetary penalty. The purchase of a general parking tag does not entitle the student to park in a particular parking space.

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 – Employee Roster**

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

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

## APPENDIX B – School Council Roster



**Shauna Goodman**  
President



**Brian Tramontano**  
Vice President



**Lorrie Tijerina**  
Secretary



**Gabby Calvillo**  
Member



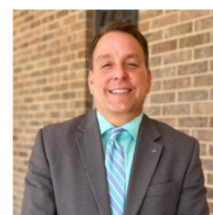
**Giovanni DeGerolami**  
Member



**Matt Dotin**  
Member



**Bill Hall**  
Member



**Michael Martinez**  
Member



**Frank Sitterle**  
Member



**Marc Strode**  
Member



**Vanessa Villarreal**  
Member