

Handbook Changes and Clarifications 2024-2025

The information below is intended to provide a brief update on changes to the Student-Parent Handbook and address some frequently asked questions. More details can be found in the complete handbook, available on our website.

Changes

Tardiness to School - Antonian will no longer classify late arrival to school (previously referred to as a “late arrival”) differently from a normal class tardy. If a student arrives late but within the first five minutes of 1st period they will be marked tardy to that class. Due to state law requiring 90% attendance in each class, students who are 5 or more minutes tardy to a particular class period are considered absent for that period. A student who is absent nine (9) or more days of classes per semester risks losing academic credit for affected courses.

Documentation for Absences - A parent must provide a signed written explanation for any absence within **3 days** of the student’s return to school to be considered excused. After the **3 days**, the absence cannot be changed from unexcused.

Forgetting Uniform Items - Students who routinely neglect to bring a particular uniform item may be required to purchase one from Antonian. For example, if a student routinely does not wear a school shirt, they will receive two warnings, and on the third and subsequent violations the student will be required to purchase a uniform shirt from Antonian, if the shirt cannot be brought in to the student immediately.

Cell phones - Cell phones, earbuds, or other electronic devices should not be seen in the hallways at any time, even if they are not actively being used. If seen, the electronic device(s) will be confiscated and turned in to the office. The use of cell phones and other electronic devices in all student restrooms is also prohibited during the school day. Cell phones may only be used during a student’s lunch period while in the cafeteria, gallery or picnic tables, or in a classroom when a teacher has given explicit permission as part of an assignment. If a student needs to make a call during the day they may use a phone in the front office.

AP Exams - Once an AP exam has been ordered, the exam fee (\$94) is non-refundable should the student choose not to take the exam.

Clarifications

Arriving Late or Leaving Early - Students must always check in with the front office when arriving after school has started. Students must always check out with the front office when leaving before the end of the school day. *If a student needs to leave campus during the day, BOTH the front office AND the student's parent/guardian must be aware prior to the student's departure.*

Lunch - Antonian is a closed campus. Students are not permitted to leave campus to get lunch and cannot be excused by parents/guardians for this purpose. Students checking out during the lunch period will be required to present a note from the appointment they attend. To protect the physical safety of students, outside deliveries to the school (Grubhub, Uber Eats, etc.) are not permitted.

Mass Attendance - Attendance during school Mass is required by all students at Antonian College Preparatory High School. Parents may not excuse a student from Mass participation. Students checking out during Mass will be required to present a note from the appointment they attend.

Attendance and Daily Eligibility for After School Activities - Any student participating in an after school activity (any practice, game, performance, club or organization meeting, etc) must be in attendance for at least half the school day. If the student does not attend school for half the day, they may not participate in the after school activity.

Attendance and Course Credit - A student who misses nine (9) or more days of classes per semester risks losing academic credit for affected courses. Ten (10) absences (“excused” or “unexcused”) in any class, will result in credit denial for that class period. At this point, students will be required to make up time in attendance credit recovery to regain course credit.

Detention - Detention may be issued as a consequence in addressing a variety of student behavioral issues. Detention may be assigned before school, during assigned lunch periods, and/or after school, as determined by ACP Administration.

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

Principle of Subsidiarity - Antonian encourages the practice of subsidiarity, which is to attempt to resolve an issue at the lowest level whenever possible. Initially, in order to help build a student’s skills in self-advocacy, this should start as a conference between the student and the teacher, staff member or coach. Should the circumstance become one that raises a parent/guardian concern related to a classroom issue, the parent/guardian is asked to investigate the issue by contacting the teacher, staff member or coach directly. If a resolution is not reached, then the matter can be taken up with the Department Chair followed by the Dean of Academics for an instructional issue or the Dean of Students for a behavioral issue. In the event of an issue that arises in athletics, the first point of contact should be the team coach, then the program head coach, followed by the athletic director or assistant athletic director, and only then, school administration.

Promotion and Retention Policies

Students who fail a class must make up that credit before the start of the next academic year through a summer school program approved by ACP administration. *This is true of all failed classes, even if the credit is not needed or required for graduation. A student who does not make up required credits prior to the start of the next school year will be denied readmission. A student who fails three or more classes in a school year may be denied readmission the following year.*