



**SAINT
ANTHONY**
HIGH SCHOOL

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"To form lifelong intentional disciples of Jesus Christ within His Church."

STUDENT-PARENT
HANDBOOK

2025-2026

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2025-2026

Student-Parent Handbook

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INTRODUCTION

This Student-Parent Handbook is intended to explain rules that will enhance the educational environment at St. Anthony High School. We depend on each student, parent, teacher and staff member to support the procedures and guidelines. The administration reserves the right to deviate from specified actions or rules to ensure proper and safe operation of St. Anthony High School. The parish board of education, administration, faculty, parents and students cooperate to foster a Catholic atmosphere based on mutual respect. We value the uniqueness, the dignity, and the integrity of each person. We work together for a personal spiritual growth and for growth as a vibrant Catholic faith community. We strive to foster academic excellence that recognizes individual differences and challenges each person to maximum growth. Our ultimate goal is to promote total human development as Christians. We value a learning atmosphere that invites enthusiasm and self-discipline on the part of each person, an atmosphere built on positive and supportive relationships that challenge and motivate.

PHILOSOPHY AND GOALS

At St. Anthony High School, we believe our learning community assists young people in the fourfold mission of the church; to teach and proclaim the Gospel; to live in community; to serve each other; and to worship. This mission, centered around the Eucharist, is founded in the belief that all students are created in God's image with unlimited potential. In order to nurture each student's innate abilities, we believe our learning community.....promotes an environment that is conducive to learning. ...encourages the development of the whole person by providing the skills to carry beyond the boundaries of the school. ...fosters self-esteem, tolerance, and responsibility through classroom activities and community service. ...challenges students to develop learning experiences to their optimum levels. ...relies on parents (the primary teachers of their children), school, and church to form an interdependency that demands communication, support, and involvement. ...provides role models in Catholic teaching and doctrines to encourage the Christian response to service. ...teaches Catholic social teachings and doctrines both directly and indirectly at home and on a global level. ...promotes the value of citizenship of one's nation, state, and the city through the teachings of history and responsible citizenship. ...introduces each day with prayer and the Pledge of Allegiance.

MISSION STATEMENT

“To form lifelong intentional disciples of Jesus Christ within His Church”

PRECEPTS OF THE CATHOLIC CHURCH

2041 The precepts of the Church are set in the context of a moral life bound to and nourished by liturgical life. the obligatory character of these positive laws decreed by the pastoral authorities is meant to guarantee to the faithful the indispensable minimum in the spirit of prayer and moral effort, in the growth in love of God and neighbor:

2042 The first precept (“You shall attend Mass on Sundays and holy days of obligation.”) requires the faithful to participate in the Eucharistic celebration when the Christian community gathers together on the day commemorating the Resurrection of the Lord.⁸²

The second precept ("You shall confess your sins at least once a year.") ensures preparation for the Eucharist by the reception of the sacrament of reconciliation, which continues Baptism's work of conversion and forgiveness.⁸³

The third precept ("You shall humbly receive your Creator in Holy Communion at least during the Easter season.") guarantees as a minimum the reception of the Lord's Body and Blood in connection with the Paschal feasts, the origin and center of the Christian liturgy.⁸⁴

2043 The fourth precept ("You shall keep holy the holy days of obligation.") completes the Sunday observance by participation in the principal liturgical feasts which honor the mysteries of the Lord, the Virgin Mary, and the saints.⁸⁵

The fifth precept ("You shall observe the prescribed days of fasting and abstinence.") ensures the times of asceticism and penance which prepare us for the liturgical feasts; they help us acquire mastery over our instincts and freedom of heart.⁸⁶

The faithful also have the duty of providing for the material needs of the Church, each according to his abilities.⁸⁷

OTHER INFORMATION

SAHS History and Facts

St. Anthony High School was founded in 1874 by St. Anthony's parish as a Catholic co-educational high school specializing in a college prep/career education curriculum. Originally run by the School Sisters of Notre Dame, service is also a major part of the curriculum with mandatory hours of community/church/school work required for graduation

St. Anthony High School follows all Diocese of Springfield policies as stated in a Diocesan Policy Handbook.

DISCLAIMER

In matters of serious situations not described in this handbook, the administration reserves the right to take whatever action deemed necessary.

All of the policies, rules and regulations are authorized by the administration and are to be interpreted by the Principal. The administration reserves the right to interpret, change, correct or add to the handbook as written.

SCHOOL SONG

On ye Bulldogs, on ye Bulldogs, on to victory! We are with you through the battle, Fighting team are we! Rah! Rah! Rah! We are loyal to our colors, white is for our fame! So fight, Bulldogs, fight and you will win this game! Cha hee, Cha haw, Cha haw, haw, haw St. Anthony Bulldogs, Rah! Rah! Rah!

DAILY SCHEDULES

MONDAY-THURSDAY BELL SCHEDULE

| | |
|---------------------|-----------------|
| 7:40 – 8:27 | Early Bird (47) |
| 8:31 – 9:18 | 1st Hour (47) |
| 9:21 – 10:08 | 2nd Hour (47) |
| 10:11 – 10:58 | 3rd Hour (47) |
| 11:01 – 11:48 | 4th Hour (47) |
| 11:48 – 12:16 | LUNCH (28) |
| 12:19 – 1:06 | 5th Hour (47) |
| 1:09 – 1:56 | 6th Hour (47) |
| 1:59 – 2:46 | 7th Hour (47) |

****After school band/chorus meet from 2:50-3:30pm.**

FRIDAY BELL SCHEDULE (MASS)

| | |
|---------------------|----------------------|
| 7:35 – 8:15 | Early Bird (40) |
| 8:17 – 8:18 | 1st Hour Lunch |
| Count/Attendance | |
| 8:30 | Mass |
| 9:20 – 10:00 | 1st Hour (Continued) |
| 10:03 – 10:43 | 2nd Hour (40) |
| 10:46 – 11:26 | 3rd Hour (40) |
| 11:26 – 11:54 | LUNCH (28) |
| 11:57 – 12:37 | 4th Hour (40) |
| 12:40 – 1:20 | 5th Hour (40) |
| 1:23 – 2:03 | 6th Hour (40) |
| 2:06 – 2:46 | 7th Hour (40) |

****After school band/chorus meet from 2:50-3:30pm.**

Alternate bell schedules will be communicated via email. **8th Hour is scheduled for Band or Chorus when it's not possible to get into the regular class. Principal approval is required. On altered bell schedule days, 8th hour will typically meet. Please refer to TeacherEase digital locker for other occasional bell schedules.

Student Transferring Out

For students transferring out, providing all fees and obligations have been paid, St. Anthony High School will forward copies of all pertinent records.

Originals will be maintained, with the exception of Health Records where the original is sent and a copy is kept for St. Anthony High School files. A "Student in Good Standing Form" will be prepared and forwarded. Information to insure adequate placement of a student will be released within 10 days.

Admission Policy

St. Anthony High School accepts only students who desire both Catholic and academic formation. Students, within the limitations of St. Anthony Schools ability to accommodate, are entitled to all rights, privileges, programs, and activities generally available to students in its programs. Students transferring after the start of 9th grade will be subject to a more thorough admissions process, including additional procedures beyond what is listed below. Admission/denial to St. Anthony High School shall be determined by the principal and pastor after consideration of the following:

Admissions Application

Placement Test

Interview with the family and student (if enrolling from outside of an area Catholic grade school)

Comprehensive set of school records from the previous school or homeschool, birth certificate, baptismal certificate (if Catholic), current immunization record.

For students transferring in after freshman year, the following must also be completed.

Receive a "Student in Good Standing" form.

Transfer grades will be used to determine a schedule and assign credit only. The transfer grades will not be figured into the student's GPA.

St. Anthony High School does not accept students that have been expelled from another school. Continued enrollment in the schools shall be based upon the fulfillment of all financial, academic, behavioral, and spiritual obligations of both students and parents of students as stated in the school handbook and/or as established by administration.

Furthermore, we do not discriminate against immigrant children lacking in legal status, as required by Plyler v. Doe. The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. Since the purpose of the parish school is to extend and deepen the life of faith and provide quality education, preferential admission is given to baptized Catholics. However, consideration for admission may be given to children of non-parishioners, non-Catholics, or parishioners living outside of parish boundaries at the discretion of the pastor. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities.

St. Anthony High School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

NON-DISCRIMINATION POLICY

St. Anthony High School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

FOREIGN EXCHANGE STUDENT

Policies and Procedures

St. Anthony High School fully supports and welcomes foreign exchange students into their school program. Each student must be affiliated and/or sponsored with an approved exchange program listed in the CSIET (Council on Standards for International Educational Travel) Advisory List. To be approved and accepted by St. Anthony High School, the sponsoring organization must provide evidence for the following:

- Student is under their sponsorship
- Student's J-1 Visa and Passport, a copy of which will be filed in student's school record - Contact information of the local contact person who represents the exchange organization and is responsible for making sure the exchange student is abiding by the exchange program's rules and regulations
- Key contact information at the sponsoring organization headquarters, in the event local contact person is unavailable
- Approval by IHSA (if applicable)
- Proof of liability insurance

Other Considerations:

Prior to the student being accepted, the sponsoring organization must verify that he/she is proficient in the English language as shown on the Test of English as a Foreign Language (TOEFL) or the equivalent. The school will provide instructions only in the English language.

Participation in athletics requires IHSA approval. The student must abide by all rules, regulations, policies, and/or procedures of the IHSA, as well as St. Anthony High School rules for extracurricular participation, including eligibility.

The student is required to follow the same rules, regulations, policies, and/or procedures as all other students of St. Anthony High School, including all handbook regulations and penalties.

The student will be under the same grading system as other St. Anthony students and will receive letter grades based on the criteria set in individual classes.

Any foreign student recognized by St. Anthony High School as a senior who successfully completes an academic year at St. Anthony may attend the graduation ceremony and is eligible to receive a certificate of attendance. If student participates, they will be recognized at the graduation ceremony.

Tuition will be determined by Parish Officials.

Host parents will meet with school officials prior to enrollment.

ATTENDANCE POLICIES AND PROCEDURES

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include:

- personal illness (including up to 5 days per school year for mental or behavioral health of the student)
- observance of a religious holiday or event,
- death/funerals in the immediate family,
- doctor/dental appointments **with a dr. note upon return** (Notification of such appointments must be made by parents in writing, by email, or by phone in advance of the absence.) **Students must return with a dr. note for absence to be excused.**)
- extended illness (doctor's excused absence must be written and signed by the physician and presented to the office no more than two days following an extended illness)
- family emergency, situations beyond the control of the student as determined by the school administration,
- circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety
- preplanned absences with principal's approval (Students are responsible for making arrangements with their teachers regarding class work in advance of the absence. Teachers have authority to approve/disapprove any arrangement.
- attending a military honors funeral to sound TAPS (gr 6-12 only)
- other reason as approved by the building principal
- Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Family vacations during regular school hours must be prearranged with the principal at least one week prior to the trip. Students must consult with their teachers prior to the trip.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at **217-342-6969** before **9:00am** to explain the reason for the absence. If a call has not been made to the school by **9:00am** on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The school requires students to attend daily during the entire regular school term. Absence from school is always detrimental to the progress of the student. Class discussions, lectures, and other instruction cannot be repeated, and make-up tests are difficult to schedule. Every effort should be made to schedule vacations and appointments to coincide with school vacations. In the event of an absence, the student is responsible for making arrangements to make up work missed. **The Dean of Students will determine the status of an absence (excused or unexcused). No absence or late arrival will be considered excused without parent notification. An excused absence will be assigned using the following guidelines:**

Masses

Students will attend Holy Day Masses and Friday Mass at St. Anthony of Padua Church.

Retreats

All students are required to attend and participate in retreat activities.

Excessive Absences

A student who misses more than ten days in a specific class within a semester will be placed on probation and in failing status. Exceptions will be made only if the student's illness is extended and is verified by a physician and/or if, through consultation with the parents and teachers, the administration rules there are justifiable circumstances. Documentation from a physician must be specific regarding the reason for the absence, date of the absence, and extent of exemption. The physician's verification must be on file in the school office no more than two days following the illness or by the end of the semester, whichever comes first. After the seventh absence, the student and parent will be notified by the administration.

Tardy Policy

Students are expected to be on time to school and to each class. Students who arrive 10 or more minutes late to class will be considered unexcused for that class period unless a parent calls to excuse the absence. Students who arrive late to school must secure an admit slip from the main office. Tardiness due to oversleeping, trains, etc. will count as a tardy.

Visits to Car

Students need to be prepared for the day upon arrival to class and school. A visit to vehicle during school day must be approved by main office and will result in a Tardy being entered for that class period.

Repeated tardiness will result in the following consequences based upon total times tardy:

- 4th Tardy – 30-minute detention
- 5th-8th Tardy – 1-hour detention
- 9th-10th Tardy – Three 1-hour detentions
- 11th Tardy Forward – ISS (In School Suspension)

Note: Tardy numbers carry forward and do not reset at the semester.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy

Students who "skip" school are counted as truant. When a student is truant, students do not have the right to make up work/tests missed and therefore, accept the academic consequences.

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

College Visits

Each student will be allowed reasonable college visits during either their junior or senior year. Students must secure the proper form from the high school guidance counselor in advance of the anticipated visit and submit completed form according to specified instructions. Visits during May are discouraged. The visit must be scheduled at least three days in advance. These visits will count as excused absences, providing required documentation is submitted within two school days of the visit.

ACADEMICS & RECORDS

Textbooks

Textbooks are issued to students on a rental basis. The student is responsible for the condition of books assigned for use. If books are lost or damaged during the course of the year, a fee will be assessed at the end of the term. The fee will be assessed at the school's discretion and, if available, based on the replacement cost at amazon.com. If not available, the new book price will be assessed according to the publisher's prices.

Catholic Instruction

St. Anthony High School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, St. Anthony High School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

Theology

Four years of Theology are required for graduation. Exceptions include transfer students. Their situation will be evaluated on an individual basis, and attempts will be made to schedule four years of Theology.

Career Exploration

Juniors in Consumer Ed will spend time on college and career exploration, including the web-based Naviance platform, as part of the class curriculum. The Guidance Director will be happy to assist any student with setting up a career exploration or job shadowing day if they have a career that they are interested in learning more about. This could include shadowing during school hours. Visit the Guidance Director's office any time for more details.

Field Trips

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

Day Field Trips and Off Campus Activity

Parents will complete field trip permissions which cover day field trips/off campus activities for the current school year during their annual registration process. Teachers will notify parents of field trips/off campus activities. Parents should notify the school if they will not permit their child to attend. Bus fare and any other expense must be paid in advance of the trip. Students are responsible for all work and tests missed. Students must contact their teachers for any makeup work prior to the field trip.

Overnight Field Trip and Off Campus Activities

All students must complete the "Release-Request (Hazardous Activity) form. Bus fare and any other expenses must be paid in advance of the trip. Students are responsible for all work and tests missed. Students must contact their teachers for any makeup work prior to the field trip.

Grading, Promotion, and Retention

ACADEMIC PROBATION

For students who have displayed serious deficiencies in a number of subjects, the counselor may place the student on academic probation. After consultation with the student, parents, and administration, a formal agreement will be constructed by the counselor defining the academic expectations for a specified period of time. Failure to meet the requirements of the contract will mean dismissal from St. Anthony High School.

GRADING

Grading Scale Descriptions

A: 4.0 A level of mastery and performance that demonstrates superior knowledge beyond the objectives of the course.

A-:3.7 A level of mastery and performance that greatly exceeds the basic objectives of the course.

B+: 3.4 A level of mastery and performance that exceeds the basic objectives of the course.

B: 3.0 A level of mastery and performance just above the objectives of the course

B-: 2.7 A level of mastery and performance that consistently meets the objectives of the course.

C+: 2. A level of mastery and performance that intermittently meets the objectives of the course

C: 2.0 A level of mastery and performance that nearly meets the objectives of the course

C-: 1.7level of mastery and performance that nearly meets the objectives of the course

D+: 1.4 A level of mastery and performance significantly below the objectives of the course

D: 1.0 Significant lack of mastery along with performance seriously below the course objectives

D-: 0.7 Significant lack of mastery along with performance barely meeting the reasonable minimal objectives of the course.

F: 0.0 Failure to meet the minimal objectives of the course.

Standard Grading System

| | | | | | |
|----|----------|-----|----|---------|-----|
| A | = 100-95 | 4.0 | C | = 82-79 | 2.0 |
| A- | = 94-93 | 3.7 | C- | = 78-77 | 1.7 |
| B+ | = 92-91 | 3.4 | D+ | = 76-75 | 1.4 |
| B | = 90-87 | 3.0 | D | = 74-72 | 1.0 |
| B- | = 86-85 | 2.7 | D- | = 71-70 | 0.7 |
| C+ | = 84-83 | 2.4 | F | = 69-0 | |

AP/Dual Credit/Honors Courses Grading Scale

| | | | | | |
|-----|---------|-----|----|---------|-----|
| A = | 100-93 | 4.0 | C | = 77-73 | 2.0 |
| A- | = 92-90 | 3.7 | C- | = 72-70 | 1.7 |
| B+ | = 89-88 | 3.4 | D+ | = 69-68 | 1.4 |
| B | = 87-83 | 3.0 | D | = 67-63 | 1.0 |
| B- | = 82-80 | 2.7 | D- | = 62-60 | 0.7 |
| C+ | = 79-78 | 2.4 | F | = 59-0 | |

Note: Semester grades are determined by averaging the percentage for the two quarters and the final exam. Each quarter percentage will count as 40% and the semester exam as 20% of the final total semester grade.

INCOMPLETES

If a student does not complete a portion of the course in the allotted time (end of quarter) because of illness or other extenuating circumstances as determined by the administration, the report card will state I-Incomplete. Administration & faculty will communicate an appropriate timeline for the student to complete the work. If the student fails to comply with the deadline, the grade will revert to an F.

GRADE CHANGES

Students who wish to challenge grades on a report card must do so within 5 school days after reception of the report card.

SCHEDULE CHANGE POLICY

The scheduling process is very complex and commitments to faculty are made on the basis of students' course selections. For this reason, students should give careful thought about course selection and scheduling. Students will meet with the guidance counselor during the spring semester to make official course requests and schedules.

CHANGES TO FALL SEMESTER COURSES

Once official schedules are distributed by the guidance office, students will be given a time window during which fall schedule change requests can be made. Schedule change requests will not be honored once the time window has closed. Freshmen and transfer students may request a change in math or science classes between days 1 and 10 of the fall semester.

Valid reasons for schedule change requests may include, but are not limited to:

- Student would like to change the level of math or science class based on current year performance
- Student would like to add or drop a Dual Credit or AP course
- Student would like to add a class in place of study hall or add an early bird class

Reasons for which schedule change requests will be denied may include, but are not limited to:

- Student would like to alter the order of their schedule
- Student has changed their mind regarding an elective class

During the 5 days prior to the start of the school year senior students may request to drop a class if they identify a post-secondary course of study that has different requirements than what their senior schedule shows. The process for these requests includes a 300-word essay that must include:

planned course of study and intended educational institution, along with the information of a counselor at the institution with whom the student has been in contact
a description of why the course does not pertain to the goals/requirements of the student's planned course of study
a proposed alternate course that fits within the student's schedule with discussion regarding how that course better pertains to the goals/requirements of the student's planned course of study

CHANGES TO SPRING SEMESTER SCHEDULES

Schedule change requests for spring semester may be made during the first semester until the last day of final exams.

Valid reasons for schedule change requests may include, but are not limited to:

Student would like to change the level of math or science class based on current semester performance
Student would like to drop a Dual Credit or AP course
Student would like to add a class in place of study hall or add an early bird class

Reasons for which schedule change requests will be denied may include, but are not limited to:

Student would like to alter the order of their schedule
Student has changed their mind regarding an elective class (both semester-long and year-long)The guidance office reserves the right to alter schedules for reasons including, but not limited to: failed classes, credit recovery, graduation requirements, balancing class sizes.

WITHDRAWAL FROM COURSES

Once a course has begun, approval from the teacher, parent, and counselor are needed in writing for withdrawal from any course.

A teacher may initiate withdrawal proceedings if the teacher feels that the student will be unable to complete the requirements for the course.

Students may initiate withdrawal proceedings if they have legitimate reasons for the change.

TIMELINE FOR WITHDRAWAL

Week 1 — **teacher or counselor-initiated withdrawal** for any reasons with no record on transcript.

Weeks 2 - 5 — withdrawal with a “WP” or “WF” with no effect on GPA.

Week 6 to the end of semester — student will receive an “F” for the semester which will appear on the transcript and will calculate into the GPA.

FAILURE AND REPEATING A COURSE

1. Failing first semester of a year-long course

Students who fail a semester of a year-long course must repeat that semester. Non-seniors who fail the first semester of a year-long course may drop the class at the semester. If a senior fails one semester of a year-long course and passes the other, the two semesters will be averaged. If the averaged grade is passing, the senior will receive credit for the class.

2. Auditing a semester

Depending upon the subject area and/or the circumstances that caused a second semester failing grade, the student may be required to audit the first semester before repeating the second semester for credit. A student who audits must attend all classes, complete all assigned work and take tests. (No credit is earned for an audit.)

AUDITING BY CHOICE

With both Principal & Instructor approval, students may choose to retake a course they have previously earned credit for. Students will be expected to participate in all course assignments and assessments. There will be no impact on GPA or credits earned.

DUAL CREDIT

Procedures to enroll in Lake Land College dual credit courses at St. Anthony High School are as follows:

Make the request with the Guidance Counselor.

Follow all direction provided by the Guidance Counselor.

Students who miss 10 or more days of class within a semester will forfeit the college credit. Students who miss 10 or more days will be withdrawn from the Lake Land course and will receive a “W” on their college transcript. If absences take place in the last few weeks of the semester, a failing grade may result due to deadlines set by Lake Land College.

If a student does not test at the level required for dual credit through Lake Land College, they may still take the class and receive only SAHS credit.

The following Dual Credit courses are offered:

- Composition I • Composition II

ADVANCED PLACEMENT CLASSES

The following Advanced Placement classes are offered at SAHS: Biology, Calculus, and Statistics. Students enrolled in the SAHS Advanced Placement classes are expected to take the AP Exam. All students in AP courses are required to take finals including students who may be exempt. The final will likely be given prior to the AP testing date. Students may choose to take any AP Exam without enrolling in Advanced Placement class.

At Effingham High School

Students may enroll for p classes according to the following guidelines:

If a class is not offered at SAHS, prerequisites are met in EHS course description booklet, and the class fits into the schedule.

A maximum of two credits may be earned from EHS during one school year.

Students are responsible for the rules and regulations as prescribed by both SAHS and EHS. Any exceptions must be cleared through both schools.

Parents assume the responsibility for their child's transportation to and from EHS.

OFF-CAMPUS CLASSES

Any student is free to take off-campus courses; however, St. Anthony High School credit for off-campus classes may be assigned only if the student completes the course with a passing grade and meets at least one of the following criteria: The student has completed his or her junior year and needs the course as part of St. Anthony High School graduation requirements, and the counselor cannot fit the course into the St. Anthony High School Schedule. Note that scheduling places priority in required courses; students' requested electives will be considered secondary.

The course is needed as a prerequisite for another class at St. Anthony High School, and the counselor cannot fit the course into the St. Anthony High School Schedule. Note that scheduling places priority in required courses; students' requested electives will be considered secondary.

The grade the student receives in off-campus classes will not be figured in his/her grade point average. Credit only will be assigned for a passing grade. Students will be required to produce evidence that they passed the course in order to receive credit (an official transcript, for example). Students are required to receive approval from the principal or guidance counselor prior to registering for the course if he/she wishes to receive St. Anthony High School credit for the course. **These courses will list the letter grade received on their St. Anthony High School transcript. Example: Pass—B. Note: CEO, CTEC, and Health Occupations are considered St. Anthony High School courses and fall within the normal transcript procedures.**

Honor Roll

Scholastic honor roll is based on quarterly GPA.

| | |
|-------------------|---------------|
| High Honors | 3.7 and above |
| Honors | 3.4 - 3.64 |
| Honorable Mention | 3.0 - 3.34 |

To qualify for the Honor Roll, a student may not have more than one C (C+, C, or C-) and may not have any D's or F's.

Testing and Exams

In addition to frequent testing throughout the quarter, cumulative examinations are given at the conclusion of the semester. The semester exams will be given over a two- or three-day period. Students will not be permitted to take exams in advance of scheduled exam dates. The teacher(s) and principal in consideration of student and parent circumstances will determine makeup date(s). Semester/Final Exams should be scheduled to take the entire exam period.

Exam Exemptions

Only seniors may be exempt from final exams and only for full-year courses. In order to be eligible for exemption status, the senior must have received no more than 1 behavior consequence and must meet ONE of the following criteria:

1. Maintain 93% average or better (A-) in the course as verified by the teacher.
2. Maintain, at least, an 85% (B-) average in the course as verified by the teacher, AND meet all of the following attendance requirements:
 - Five or less absences * (excused or unexcused) in the class within the school year
 - Five or fewer tardies within the school year
 - No suspensions from school

*Retreat days, funerals, college days, athletic events, or other school business will not count toward the five absences.

*Grades are calculated for the school year based on the formula (5 times Semester 1 Grade + 2 times Quarter 3 Grade + 2 times Quarter 4 Grade) / 9.

*The teacher of the course will notify students of their exemption status.

GRADUATION REQUIREMENTS

Service Hours as stated in handbook are required for graduation. Theology is intended and designed to be a rigorous study. Students of other faiths are welcomed. They will be taught the infallible Church teaching. Our Church was founded by Jesus Christ.

| | |
|-------------------|--|
| 4 credits | Religion |
| 4.5 credits | English |
| 3 credits (each) | Mathematics, Science, Social Science |
| 1.5 credits | Physical Education/Health/Driver's Ed |
| 1 credit | Business & Technology/Consumer Education |
| 1 credit | Fine Arts |
| 4 credits | <u>Other Electives</u> |
| 25 credits | Total |

SAMPLE FOUR-YEAR PLAN

The following plan represents the core classes required for graduation. Additional *Electives* are required in the areas of Social Science (1 credit), Fine Arts (1 credit), Business & Technology (0.5 credits), and Physical Education (1 credit). Beyond the required electives, students have the opportunity to explore additional courses of interest. Foreign Language courses are not required, although two credits are recommended for college readiness.

| Freshman Year | Sophomore Year | Junior Year | Senior Year |
|----------------------|-----------------------|--------------------|-----------------------|
| Theology I | Theology II | Theology III | Theology IV |
| English I | English II | English | English |
| Math | Math | Math | US History/Government |
| Science | Science | Science | <i>Electives</i> |
| Health/Driver's Ed | <i>Electives</i> | US History | |
| <i>Electives</i> | | Speech/Consumer Ed | |
| | | <i>Electives</i> | |

GRADUATION

Any senior who does not complete required course work or service work by the given deadline will not receive a diploma until work is satisfactorily complete. If the academic deficiencies are so numerous that the student is not able to complete the required work within three months of graduation, the student will not be allowed to participate in graduation-related activities. If a student is deemed significantly deficient at the start of his or her senior year, administration reserves the right to set stipulations for the student to participate in graduation related activities.

A student will not receive a diploma if tuition and fees are not paid in full.

A student will not participate in graduation related activities or receive a diploma until all disciplinary actions are completed and service hour requirements are met.

CLASS RANK

Recognition at the Graduation Ceremony for Top 10, including Valedictorian & Salutatorian, are calculated on a 4.0 scale after the final semester of senior year if possible. The recognition may be decided at the end of the 7th semester should the Graduation Ceremony happen prior to the end of the school year.

CLASS RANK TRANSFER STUDENTS

Transfer students must be a student at SAHS for 6 semesters in order to count for class rank.

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should note it in online registration.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript

Parents or guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The school will include scores on college entrance examinations upon the written request of the parent or guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or

function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent [applicable to high schools only].

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent or guardian, or the student if he or she is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent or guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Flagging Records of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Spirituality: Why Mandatory Service Hours?

Service to others is God's love made visible. Service promotes a sense of responsibility, exposes students to new skills, rewards time well spent with a sense of accomplishment, and provides a way to meet and connect with friends, both existing and new.

CLASSES OF 2028 AND BEYOND St. Anthony High School Christian Service Hours Program

Ten hours of community service are required to be completed annually by the last day of each school year and as a graduation requirement.

Categories for Service – If you would like to submit hours from organizations not listed below, please address this with the Coordinator. Otherwise, hours may only be submitted for the following organizations/events:

- **Catholic Church/School (5)** – Options: Booster Club (concessions, admissions, game/event help, etc.), Church Picnics, Church Cleaning, Church Choir, Grounds Keeping or Maintenance of the Church or School, Corvette Mailings, Mass Ministries: Servers, Lectors, Cantors, Ushers, EMOHC, assist school staff with special requests
- **Community Organizations/Events (5)** – Options: Catholic Charities, Knights of Columbus, Silver Rose Program (Knights Event), Unit 40 Schools Effingham Park District Volunteer, Non-Catholic Churches, Mission Work Camps, Rotary, Habitat for Humanity, Honor Flight, Special Olympics, CSS, Effingham County Humane Society, EARS, Volunteer Work at Assisted Living Facilities, FISH, Wonderland of Lights, Meals on Wheels, Cross Foundation, Community Breakfasts, Right to Life, Big Brother/Big Sister, HSHS St. Anthony Hospital, Public Library, and other pre-approved help with community organizations.

CLASSES OF 2026 & 2027 Service Hours Requirements

Sixty hours (60) of community service are required for graduation. Service Hours are accumulated over four years in the following areas. The amounts listed for each category are minimums. Church (15), Community (10), K of C (3), Catholic Charities (2), School/Booster Club (10).

Categories for Service— If you would like to do something other than listed below, please address this with the Coordinator.

Church (15) – Options: Church Picnics, Church Cleaning, Vacation Bible Schools, Church Choir, Senior Retreat Leaders (10 hours for Church), Ground Keeping or Maintenance of the Church, Corvette Mailings, The Mass Ministries: Servers, Lectors, Cantors, Audio-Taping, Usher, EMOHC Note: Students of other faiths can perform similar services at their place of worship.

Catholic Charities (2) - Options: Serving at dinners, Food Pantry, Second Hand Rose, assisting with back-to-school and food drives.

Knights of Columbus (3) - Options: Serving at dinners, 4th of July celebrations, Tootsie Roll Drive, Special Olympics Bowling, and other events.

Community Organizations/Events (10) - Options: Mission Work Camps, SUMMER CAMPS, Rotary, Habitat for Humanity, Honor Flight, ARC, Special Olympics, Humane Society, EARS, Volunteer Work at Assisted Living Facilities, Goodwill, FISH, Wonderland of Lights, Meals on Wheels, Cross Foundation, Community Breakfasts, Right to Life, Big Brother/Big Sister, Park District, HSHS St. Anthony Hospital, Hospital Outreach Mission (www.mission-outreach.org), Public Library, and other pre-approved help with community and organizations.

School/Booster Club (10) – Options: Sign up to sell concessions, admissions, game/event help; assist school staff with special requests approved by service hours coordinator. Opportunities will be communicated to students throughout the school year.

Christian Service Program General Guidelines FOR ALL CLASSES

For instructions on how to submit service hours, please refer to the following link on our website.

<https://stanthony.com/high-school/faith/christian-service-program>.

- To submit service hours, please go to this link: app.7works.org/sta.
- Service hours need to be turned in on the day of service through the app or be subject to a 50% deduction. The Service Hour Coordinator, along with the Principal, determines if hours can be accepted/rejected.

- Service hours are NOT paid work or NOT helping your immediate family (i.e. babysitting your siblings, mowing your yard, cleaning your house)
- YOU are responsible for turning in YOUR service hours. If you sign into your place of service, it is only for verification for the coordinator. (i.e. serving Mass, Corvette raffle mailing, helping Booster Club)
- If seniors don't have service hours complete by April 1, they will be scheduled work by the school. This work will be supervised by St. Anthony High School and will likely involve work at SAHS or with one of the three local Catholic parishes. Furthermore, the number of hours students still need for graduation will double on April 1. For example, if a student still needs 5 hours, he/she will be required to work 10 hours in the summer with work supervised and scheduled by SAHS. The category for which hours needed will be factored in, but will no longer apply.

BUILDING OPERATIONS

Holy Angels Chapel

Holy Angels Chapel is available during the school day for classes to gather and pray. Holy Angels Chapel will also be available for private prayer for students during the school day. A Mass, which is optional for students to attend, will be scheduled at least once per month.

School Lunch Program

Students who order a meal from the school's hot lunch program and remain in attendance at school during the meal period will be required to "purchase" that meal. All vendor lunches must be purchased before the beginning of 1st period. Students may not order lunches except through approved vendors. An identification (ID) badge is issued to each student. It is used to scan for school lunch and/or milk. There is a \$5.00 replacement fee charged to the student's lunch account for lost and/or destroyed badges.

Asbestos Abatement Plan

St. Anthony High School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

Building and Grounds Access Policy

Purpose of the Policy

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Anthony High School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5\$800 *Diocesan, Parish, School, and Agency Facilities Use*.

Access to and Security of the School Building

On all school days provided by the academic calendar, the St. Anthony High School building shall be available for authorized access by parents and authorized visitors from **7:00am** until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period.

Facilities Use

Persons wishing to use the high school facilities should contact the parish office (217-347-7129) for rental agreements/fees and usage guidelines. Persons wishing to use the gym and other athletic facilities should contact the Athletic Director. Sunday practices are not allowed without prior approval from the Pastor through the Athletic Director.

Closed Campus

If it is necessary for a student to leave school during the school day, the student must have permission from the parent or guardian, or attain approval from the school administration. In case of medical appointments, the student brings the written excuse to the school office prior to the first period. Before a student returns to class he/she must obtain an admit slip from the school secretary. All students are to sign in and out when leaving and returning to school.

St. Anthony High School is a closed campus and students are not permitted to leave for lunch. Students are required to remain in the Multi-Purpose Room or other designated areas during the entire lunch period. Students are also prohibited from going to their vehicle unless directed by the administration. During exams or other special occasions, open campus lunches may be permitted by the administration. When supervision is available, students may be permitted to eat outdoors in a designated area.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Surveillance Cameras

For the added protection of SAHS students and for increased security of the school building, surveillance cameras are in use on campus.

CARE OF SCHOOL PROPERTY

Lockers

Each student is assigned a locker. It is the student's responsibility to see that the locker is kept in order at all times. Students may go to their lockers during the three-minute passing period.

Students should not bring valuable personal items to school. If unavoidable, students may keep valuables in the office. St. Anthony High School will not be responsible for lost or stolen items.

Parking

The parking fee is included in the yearly resource fees. Permits must be renewed each year. Parking in the school lot is a privilege that can be revoked if safe and responsible driving practices are not followed. Reckless driving, speeding, or any other vehicular violation will not be tolerated. Parking places will not be assigned. A more collegiate approach will be taken with the following restrictions:

East Lot: SAHS student parking on school days from 7:00 am - 3:00 pm Spaces next to the walkway and next to the garages are reserved for visitors and volunteers.

West Lot: SAHS Faculty/Staff and visitor parking Violators will be towed at the owner's expense.

DISCIPLINE & CONDUCT

Statement of Respect for Dignity of All

Parents, students, faculty, and staff make up the school community and are always representatives of St. Anthony High School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden

Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at St. Anthony High School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

Building Conduct

STUDENT BEHAVIOR

Students who attend St. Anthony High School share the responsibility for contributing to an atmosphere that builds mutual respect, an environment that supports education and that builds a community of faith according to the teachings of Jesus Christ. Through enrollment at St. Anthony High School, students and parents indicate their agreement to abide by the policies of the school. The school reserves the right to cancel the registration of any student who fails to meet the standards of conduct.

DISCIPLINE PHILOSOPHY

St. Anthony High School strives to create a Christian community of students where respect and acceptance of one another is fostered. As a Catholic school, St. Anthony High School holds its students to a high code of behavior that reflects Christian principles and demonstrates respect for the law. The goals of this discipline policy are as follows:

To develop Christian moral values.

To maintain overall decorum that promotes an excellent educational atmosphere.

To foster the students' accountability for their actions.

Achievement of these goals requires students, parents, and staff to work as partners. Discipline will be applied as consistently as possible, but will consider the individual students' problems and attitude. In all cases, it will be applied with the intent of positive results.

CLASSROOM BEHAVIOR

The vast majority of discipline will be addressed at the classroom level by the teacher through warnings, extra assignments, apologies or other appropriate solutions. Corporal punishment is forbidden. Each teacher is required to inform students of classroom behavior expectations that, at minimum will include:

Following dress code

No talking out of turn

No drinking or eating unless approved by the classroom teacher

No disruptive behavior

No moving around in class without permission

No disrespect for teachers or others

Bringing necessary materials to class

Remaining in the classroom for the entire period, except for emergencies

Students who do not appropriately respond to classroom level discipline will be sent to the Dean of Students for administrative remedial action.

Academic Honesty Policy/Plagiarism

Academic honesty should be the goal of all students. Violation of this goal is deemed academic dishonesty and is any action intended to obtain or assist in obtaining credit for work which is not one's own, which includes plagiarism.

Teachers are to report all incidences of academic dishonesty to the school Principal. The teacher is to confer with the student. The student will receive a zero for the assignment, quiz, or test.

A second occurrence of academic dishonesty will result in a failing grade for the subject(s) involved for that quarter in accordance with the school's grading scale. The parent/guardian will be required to meet with the principal and other staff, at which time a suspension may also be considered, depending on the severity of the case.

Any subsequent occurrence of academic dishonesty will require the student, along with his/her parent/guardian, to meet with the principal and other staff and may result in expulsion.

Unauthorized Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

BATTERY AGAINST SCHOOL PERSONNEL

The chief school administrator shall immediately notify local law enforcement officials of **written** complaints from school personnel concerning instances of battery committed against school personnel; **and**, the chief school administrator shall notify the Illinois State Police within 3 days of each incident of batter 9A) through the School Incident Reporting System (SIRS) in IWAS.

FIREARMS

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in a possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. The chief school administrator shall notify the Illinois State Police of such incidents (A-B) through the School Incident Reporting System (SIRS) in IWAS.

DISCIPLINE

Jurisdiction

In addition to the regular school day, the school's disciplinary authority will apply anytime that the student's conduct is reasonably related to school or any school-sponsored activity, including, but not limited to, extracurricular activities, field trips, and athletic events. In addition, the school's authority in this regard may extend to events that are initially unrelated to school activities if the result of the event becomes reasonably related to the safe and efficient operation of the school. This may include various types of electronic communications.

St. Anthony High School administration reserves the right to determine appropriate discipline for offenses not contained in the following list. The administration reserves the right to deviate from specified actions to ensure the proper and safe

operation of St. Anthony High School. Any conduct that deviates from the stated mission or philosophy of St. Anthony High School will come under review and is subject to disciplinary action.

Progressive Discipline Plan

Behavior consequences are cumulative throughout the school year.

Students who accumulate five behavior consequences within one semester are subject to expulsion pending a hearing

Discipline Procedure/Due Process:

Dean of Students informed of the misconduct

Dean of Students questions student about the misconduct

Student informed of any consequences

Dean communicates with parents via phone call, mail, or other suitable means

Additional due process steps may be employed in suspension or expulsion cases

DISCIPLINE LEVELS

Minor Infractions: Infractions that typically result in fines, extra service hours and/or detentions. These infractions may be addressed at the classroom level or by the Dean of Students.

Dress code violations

Chewing gum

Tardiness

Littering

Cell Phone Violation

Inappropriate language

Public display of affection

2. Level I: Infractions that result in a behavior consequence. The behavior consequence may be a detention, suspension, loss of privileges, or some other penalty that is appropriate for the offense. The following are examples of Level I infractions:

Repeated tardiness

Truancy*

Defiance of classroom/school rules

Academic dishonesty

Any other infractions that are deemed Level I infractions by school officials

**Truancy is leaving the campus or being absent from class without permission. The student does not have the right to make up work missed and must accept the academic consequences as well as the behavioral consequence. If a student is truant for more than one period in the same day, the consequence will be two behavior consequences.*

3. Level II: These violations will result in penalties equivalent to two behavior consequences. The behavior consequences will be appropriate to the offense and may include any of the following: detention, suspension, law enforcement intervention, or other suitable penalty.

Bomb threats, false alarms

Use, possession**, distribution of alcohol or other drugs at school or school-sponsored activities

Use, possession**, distribution of weapons at school or school-sponsored activities

Criminal damage to school property

Tampering with school records

Third offense of academic dishonesty

Felony offenses as determined by law enforcement officials

Any action which interferes with the safe functioning of school and school-sponsored activities

Violent acts beyond Level II violations

Any other infractions that are deemed Level III offenses by school officials

***Threats will be taken seriously. Students who threaten others with words or actions may be removed from school and not permitted to return until a psychologist provides written verification to the school that the child is safe to self and others.*

4. Level III –These violations may result in cancellation of enrollment at St. Anthony High School pending the outcome of a disciplinary hearing. These violations will result in penalties equivalent to three behavior consequences. The behavior consequences will be appropriate to the offense and may include any of the following: detention, suspension, law enforcement intervention, or other suitable penalty. Students with a Level III violation must take all final exams.

Bomb threats, false alarms

Use, possession**, distribution of alcohol or other drugs at school or school-sponsored activities

Use, possession**, distribution of weapons at school or school-sponsored activities

Criminal damage to school property

Tampering with school records

Third offense of academic dishonesty

Felony offenses as determined by law enforcement officials

Any action which interferes with the safe functioning of school and school-sponsored activities

Violent acts beyond Level II violations

Any other infractions that are deemed Level III offenses by school officials

****Possession** includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is:

a) on the student's person

b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;

c) in a school's student locker, desk, or other school property; or

d) at any location on school property or at a school-sponsored event.

Note: See Policy Section for additional information on weapons, harassment, academic honesty and substance abuse.

Electronic Device/Cell Phone Policy

Cell phones are permitted and can be used on campus only under the following conditions: Phones can be used between class periods. Phones can be used during the lunch hour. Phones must be "turned off" or in "silent mode" (not "vibrate") upon entering the classroom. Phone usage of any type is not permitted during class, assemblies/presentations in the gym or MPR, study halls, in computer labs, or in the Library/Resource Room.

Violation of the Electronic Device/Cell Phone usage conditions will result in:

- **First Offense:** Cell phone will be kept for the remainder of the current school day and 5 subsequent school days in the Main Office. Cell phone will be kept in the main office until the student retrieves it at the end of each school day. Cell phone must be turned in to the Principal or designee at the beginning of the student's academic day.
- **Second Offense:** Same as first offense plus 5 additional school days for a total of 10 school days.
- **Third Offense:** Same as first offense plus 10 additional school days for a total of 15 school days.
- **Fourth Offense & Subsequent Offenses:** Same as first offense plus 10 additional school days for a total of 15 school days PLUS an in-school suspension.

Note: This policy applies to using iPad or other electronic devices inappropriately as well. In the case of iPad or electronic devices, students may have the opportunity to check out their device if explicitly needed in a class. Electronic devices may not be checked out for study hall.

Phones or other electronic devices should never be used in a manner that disrupts the educational process, invades the privacy of any individual, or violates student behavior guidelines, including the Acceptable Use of Electronic Networks policy. Transmission of any sexually explicit messages or pictures is a violation of SAHS's student conduct rules, and consequences may be more severe than what is listed in the cell phone policy parameters. (Please note, parents: Please call the office in cases of emergency, and your child will be notified immediately.)

Action for Misconduct Out of School

St. Anthony High School reserves the right to take disciplinary action, which could include expulsion, when the conduct by a student, out of school or at non-school related activities, brings disfavor upon himself/herself and/or the school. St. Anthony High School likewise reserves the right to take disciplinary action when a student's conduct is a serious violation of the teachings of the Catholic Church. This disciplinary action could include, but is not limited to, the following consequences: additional service hours beyond those required for graduation; Saturday community service projects; and enrollment review procedures initiated. Any posts, social media or otherwise, deemed inappropriate by administration, could result in a consequence at the discretion of administration.

Senior Pranks

Senior Pranks will be taken seriously, even if considered fun in nature by anyone involved. Students may not be on school grounds, including outside the building, at times when school activities are not happening. Doing so constitutes trespassing. Necessary remedial action is likely to involve law enforcement and likely will involve suspension and/or other action deemed appropriate by administration.

Detention Procedures

Students are expected to abide by the following detention rules:

Check in promptly with the detention supervisor. Students who are late are subject to additional discipline.

Students may not talk without permission.

Students must work on homework materials or other work assigned by the detention supervisor.

Students will not sleep in detention.

Students who fail to appear for detention will be subject to more severe consequences.

Prohibited Student Conduct

Enrollment at St. Anthony High School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

St. Anthony High School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. St. Anthony High School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the

school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

Suspension

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

The Dean of Students will inform the parent/guardian of the assessment of a suspension. Out-of-school suspensions may be assigned. If an action warrants a suspension, the following procedure will be followed:

Notice will be given to both the student and the parent(s).

The student will have an opportunity to answer the charges.

The student and parents may request a hearing before the discipline committee, which typically consists of Principal and Pastor.

The length of the suspension period may not exceed ten days.

The student will be expected to study material missed while on suspension. The following academic consequences will be in place during the suspension period. The work must be turned in at the beginning of the class when a student returns in order to receive the credit-no extra days will be allowed to complete the assignments. In the case of a multiple day suspension, work may be required to be turned in each day. All electronic devices must be turned in prior to serving the suspension. Students on suspension from school are not allowed on school grounds or at any school activity.

In-School: The student will receive 80% credit for work missed while on suspension.

Out-of-School: The student will receive 50% credit for work missed while on suspension.

Expulsion

Students who exhibit behaviors that are disrespectful, discourteous, or harmful to other members of the School community will be disciplined, as will those who repeatedly disrupt the learning environment of their fellow students. At St. Anthony

High School, student discipline is aimed at helping students to grow in empathy and in making good choices, rather than serving as mere punishment. For these reasons, while portions of this Handbook outline ordinary disciplinary routines, the School reserves the right to adapt sanctions to varying circumstances. In many cases, disciplinary norms are applied in ways that reflect our assessment of the student's emotional maturity and understanding of right and wrong in a given area of human action. Such discretion is especially appropriate in disciplinary matters involving younger students, who do not have the same awareness of the implications of their actions that we expect of students in upper grades. Likewise, students who have been repeatedly warned or educated about consequences in the past may face firmer discipline than a student who has not had the benefit of prior instruction or admonishment. At all times, the school's administration reserves the right to take steps it deems necessary to promote and protect the safety and/or emotional and physical health of all students, and to preserve the integrity of the school's mission and academic program. It will therefore be necessary in some cases, to take immediate action to preserve the safety, sanctity, and sanity of the community by immediate suspension or expulsion of a student for egregious violations of policy or disregard for others.

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. *A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.*
2. *A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.*

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. *The student is to be suspended for a period not to exceed one week.*
2. *The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.*
3. *The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.*
4. *If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).*

Bullying, Intimidation, and Harassment

Because St. Anthony High School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Conflict Resolution

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a “billy” club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

St. Anthony High School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS).

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student’s parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedure

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will likely not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor’s decision will be binding and final on all concerned.

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities will strive to maintain an educational atmosphere, which is safe. When a reasonable cause warrants, school personnel may conduct a search of a student and/or his or her personal possessions. The search may result in the seizure of possessions, which then may be turned over to the proper authorities.

Searches may be conducted to locate anything considered harmful or illegal. Such items could be, but are not limited to, drugs, tobacco, alcohol, weapons, firearms, explosives, lighters, knives, projectiles, or any other object that may cause bodily harm or endangerment to others. St. Anthony High School or parish is not responsible for any damage that may occur during a search.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Drug/Alcohol Policy /Substance Abuse Policy

In an effort to provide a learning environment that is conducive to learning and which reflects our Catholic school philosophy and mission, the faculty and administration of St. Anthony High School, in a spirit of cooperation with our young people and their families, are committed to assisting our young people, when Drug/Alcohol problems are present. However, the school will not compromise the safety and positive learning culture in our school.

No St. Anthony High School student or guest shall possess or be under the influence of any alcohol, depressive, stimulative or hallucinogenic substance, while he/she is present for any school-related activity. The use of anabolic steroids shall not be condoned for any school activity. Students in violation will face disciplinary action and may be required to attend an

alcohol/drug abuse education course that is approved by the high school administration. Any student involved in illegal use or possession of any alcohol, depressant, E-cigarettes (vaping), stimulants (including nicotine and tobacco-related products), anabolic steroids or hallucinogenic substances while he/she is present on campus or at any school related activity will be subject to disciplinary action prescribed by the school principal.

The minimum consequence for violations of the school's policy will result in a three-day school suspension, along with an assessment and or enrollment in an approved drug-counseling program (at the expense of the student). Depending on the severity and circumstances of any offense, school expulsion may be a result for any offense of the Substance Abuse Policy.

To further deter violations of the Substance Abuse Policy, the school administration reserves the right, when reasonable suspicion warrants, to search school lockers, use police search dogs and or use a portable breathalyzer at school and school related events. The administration will also have the authority to request law enforcement officials to conduct investigations in any violations of the Substance Abuse Policy.

Any student in violation of Substance Abuse at a school-related activity or off school grounds is required to meet with the Pastor or Chaplain. The student also must meet with a Substance Abuse Counselor at his/her expense.

Student Appearance

The dress code for St. Anthony High School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on St. Anthony High School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Uniform Dress Code

Dress Code

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school events. The purpose of a dress code, as with all school policies, is to create a learning climate in the school which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and, thereby, promotes school pride as well as personal pride. All students are to be completely dressed and in dress code upon entering the building in the morning and continue to remain in dress code until the end of the school day.

DRESS CODE RULES OVERVIEW

1st Dress Code Infraction – Verbal Warning

2nd Dress Code Infraction – 30 Minute Detention

3rd Dress Code Infraction – 1 Hour Detention

YOU MAY ALWAYS BORROW APPAREL FROM THE OFFICE WITH NO PENALTY.

Daily “Uniform” Style Dress

Girls and Boys: Khaki pants or shorts (during approved months only) and approved upper-body apparel with the school logo must be worn. The area businesses of JEDCO Sales, AdHatters The Beanstalk Boutique, and Spectrum Screen Graphics are approved uniform stores for St. Anthony and will carry St. Anthony logo apparel. The 24-25 school year is the last year that students may wear uniform tops featuring the retired logo.

Pants: Chino or Dress-style pants in tan, charcoal gray, navy, or black are permitted. All pants must have a button fly. Leggings, jeggings, or slacks made of denim are not permitted.

Shorts: Shorts or capris with a minimum 5” inseam in tan, charcoal gray, navy, or black may be worn in August, September, April, and May. All shorts or capris must have a button fly.

Shirts (Upper-body emblem apparel): The visible layer of upper body apparel must contain the school logo. If you are wearing a full-zip logo jacket, the shirt underneath must have the school logo, also.

Hair: It needs to be kept clean and neat. No dyeing of hair which causes a distraction to others or does not have a natural look. Overall appearance needs to be well groomed, and some students may be advised to get a haircut. Ponytails are not permitted for boys. Boys should be clean shaven with no beard, mustaches, or sideburns below the earlobes. Boys’ hair should be off eyebrows and off the collar. New State Law applies to both public/non-public: Schools must not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles, such as braids, locks, and twists

Piercing: Girls may wear modest earrings in the ear lobes only. Boys are not allowed to wear any type of earring. No other visible body piercing, including the tongue, is permitted for both boys and girls. Visible tattoos are not permitted.

Hats

No hats are to be worn in the building, including during Finals Week and Spirit Days.

Jeans Days & Spirit Days

When St. Anthony High School allows students “Jeans Days”, the clothing must be in good condition and clean. In addition, clothing may not advertise contraband, alcohol, drugs, or display rude innuendo. Jeans must be in good repair. In order to participate in the Jeans Days, students may be asked for a monetary or food donation for a charitable cause. No hats are allowed during Jeans Days, including Homecoming Week. If a school day is classified as a “Spirit Day,” students may wear ANY shirt with a St. Anthony logo. Jeans shorts must have a minimum 5” inseam.

Team Shirts

Teams can request a day from the administration where they can all wear their team apparel. All team and organizational/club shirts must be approved by school administration prior to being purchased.

Professional Dress Days

When a Professional Dress Day is required, students should dress as follows.

Boys – dress slacks or khakis, dress shirt tucked in for the entire day, tie, belt, dark socks, and dress shoes.

Girls – dress slacks or dress skirt, professional blouses/sweaters/tops, and dress shoes. Girls may only wear skirts or dresses on Professional Dress Days. Permitted length on these designated days can be no more than 3” above the knee. Acceptable dresses must cover the shoulders and eliminate any show of cleavage.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school

property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

DISCLAIMER:

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Athletic Programs

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

Philosophy Statement

St. Anthony High School has, as part of its mission statement, the goal of educating the whole person: mind, body, and spirit. Since a very valuable part of that process can occur in structured athletic competition, St. Anthony High School has made a commitment to offer a number of athletic programs for both young men and young women.

As both a parish and a school, we are fortunate that many people have put in a great deal of time and effort and, as a result, a rich and proud athletic tradition has been established. This tradition is to be respected and not taken lightly. Every person, administrator, coaches, parents, and student/athletes, benefit from what has come before them, and their every action serves to become what the future will be.

It is the philosophy of the administration of St. Anthony High School that all parties involved in athletics must work together to achieve success. It must be understood that success can be measured in terms other than wins and losses. Success is also an in-measurable quantity. Lessons learned from competition; not the least of which are sportsmanship, teamwork, and commitment, serve to benefit the individual long after the memories of wins and losses are forgotten. Persons who become part of the Athletic Program at St. Anthony High School must also learn the value of respect. Our facilities will remain a source of pride only as long as they are treated that way. Our interpersonal relationships will only grow in an environment that fosters mutual respect. Our reputation will only be as good as we make it. It is imperative that our young people are not just athletes, but student/athletes, and always students first.

In order to be successful, the Athletic Department makes a commitment to employ qualified and competent coaches and to provide the best opportunities that our resources allow. Students/athletes should in return prepare to make a commitment to their coaches, themselves, and their teammates. Parents should also make a commitment to respect the goals of the program as a whole and in instances when differences do evolve, to take the necessary steps to resolve those differences before they become conflicts.

Much of the ideology here is further addressed and supported within this Athletic Code. It is a document that serves to help all of us, as coaches, as student/athletes, and as parents to stay committed to St. Anthony High School and to continue the tradition of success that is St. Anthony Athletics.

Chain of Command

As with any organization, it is necessary to provide a means of decision making and resolving disagreement. In all such instances coaches, student/athletes, and parents should follow this hierarchy. Student/athletes should attempt to resolve all issues directly with the coach (sponsor). Parents also should first address all questions and concerns to the coach. All coaches should consult the Athletic Director on all but routine matters, including all purchases. Student/athletes and parents may consult the Athletic Director only if they feel their concerns are not being addressed by the coach. In all instances, the coach will be informed by the Athletic Director of the parents' questions or concerns. The Athletic Director is responsible to the Principal and the Pastor. The Athletic Director is, at all times, willing to discuss common matters with any person.

SCHOOL SUSPENSION

In the event of a student/athlete being suspended from school, the minimum number of contests or practices missed will equal the number of school days suspended.* * Applies to in-season suspension only.

STUDENT MISCONDUCT

At all practices and contests, Student/Athletes of St. Anthony High School are expected to conduct themselves in a manner that reflects the highest standards of behavior. It is the responsibility of all coaches to "police" their team at all times, in all places. Any complaint to the school administration will be taken seriously.

ILLINOIS HIGH SCHOOL ASSOCIATION SPORTSMANSHIP RULES

As a member of the I.H.S.A., St. Anthony High School is governed by the following Sportsmanship Rules:

*6.011 – Players Ejected for Unsportsmanlike Conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any other level in the interim, in addition to any other penalties the I.H.S.A. or the school may assess.

*6.012 – Coaches Ejected for Unsportsmanlike Conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at that level in the interim, in addition to other penalties the I.H.S.A. or school may assess. *Reference. Illinois High School Association Handbook, 2000-2001 School Year, p. 38.

All accused student/athletes will have the right to discuss with the Athletic Director and Principal the offense(s) and consequences. Only in situations where both parties (school and student/athlete) believe there to be a need, will the Pastor, serving as Superintendent, be consulted. The administration retains the right to amend any policy in this Athletic code. Parents will be given prompt notification if changes are made.

Interscholastic Sports

Boys

Fall: Baseball, Cross-Country, Golf, Soccer
Winter: Basketball, Swimming
Spring: Baseball, Tennis, Track & Field, Bass Fishing

Girls

Fall: Cross-Country, Golf, Tennis, Volleyball
Winter: Basketball, Bellettes, Cheerleading, Swimming
Spring: Softball, Track & Field

Students participating in these sports are required to abide by the SAHS Athletic Code. Student/athletes must also submit to an annual physical exam. Exam documentation is kept on file in the main office.

Dual Sports

Student/athletes who wish to participate in more than one sport during a season must secure approval from the following parties: primary sport coach, secondary sport coach, athletic director, and parents.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent or guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school's return-to-play and return-to-learn protocols. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach.

Academic Eligibility

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA or IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

IHSA By-laws require that academic eligibility be checked each week to determine if students are passing 25 credit hours of high school work (By-law 3.021 and 4.021). This check should reflect the student's cumulative performance for the semester through the date of the check. To maintain training and conditioning, a student may be permitted to practice during ineligibility.

Ineligibility Reports: Administration will run ineligibility reports from the TeacherEase reporting system on Wednesday mornings around 9:00a.m.

Any student who is failing two or more subjects per week will not participate in athletics for at least one week. (Monday through Saturday following the Wednesday eligibility report). A student is allowed to practice during this time but cannot participate in any competitions or events. Ineligible students may not be dressed in team uniform during games.

If a holiday occurs on Wednesday, ineligibility lists are due by 9:00 a.m. the last day prior to the holiday.

Classes must have at least three grades posted before counting for eligibility purposes.

Eligibility is cumulative through the semester.

They shall, unless they are entering high school for the first time, have credit on the school records for 25 credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which

graduation credit is received. Physical Education can be used as a .50 credit class to meet the 25-credit hour requirement (By-law 3.022)

SCHOOL ATTENDANCE

Student athletes are required to be in attendance for 1/2 day in order to be eligible for participation in that day's activities, including practice. This does not apply to School Business, College Visits, Funerals, or All-Day Medical Appointments. School Business examples are Team Event, School Field Trip. Siblings attending an IHSA State event would also count as School Business.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or

4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Violating the Code of Conduct

By legal definition, participation in interscholastic athletics is a privilege, not a right. As a result, certain training rules can be put in place to ensure student/athletes do not harm themselves and/or others. Training rules listed herein are for the benefit of the student/ athlete. All training rules are in effect 24 hours a day, seven days a week, 52 weeks a year. School year is defined as the first day of school any year to the first day of school the following year. To constitute a training rule violation, an offense must be committed by a student/athlete, be the result of a criminal conviction, or be observed by the St. Anthony School Administration, law enforcement personnel, high school faculty, or by self-admission. If any violation is found to have occurred, there are, by definition, two possible consequences; suspension or expulsion from school athletics.

Suspension: Student/Athletes are not allowed to participate in a set number of contests. Students will be allowed to practice.

Expulsion: Student/Athletes will be prohibited from participation in both contests & practice for a prescribed amount of time.

Training Rule Violations and Consequences

1. Use, sale, possession, or deliverance of TOBACCO (in any form) or ALCOHOL. Included in this would be a student's presence where alcohol is present. Proof of consumption is not required in order for consequences to be enforced. (Example: If a student attends an underage party where drinking is present and it is proven that the student was an attendee at the party, the same consequences as if the student had consumed the substance may be enforced.)

First Offense: Suspension from 25% of regular season contests (based on number of varsity contests for that sport)*

*Games missed due to academic ineligibility will not be credited toward training rule violation suspensions. *Athletes must complete the season in good faith/standing in order for suspension time served to be considered valid and complete.

Second Offense: Suspension for one calendar year from date of violation. Suspension will be reduced to six months upon the completion of a school approved counseling program to be paid for by student/athlete or family.

Third Offense: Suspension for one calendar year.

Fourth Offense: Expulsion from program.

2. Use, possession, sale, or deliverance of any controlled substance, look-alike substance, or cannabis, as defined by the Illinois Statutes:

First Offense: Expulsion from all participation for one calendar year from the date of offense. As a part of the expulsion, and in order to be reinstated, the student/athlete must attend a school-approved counseling program to be paid for by the student/athlete or family.

3. Commission of any other criminal offense: In the event a student/athlete commits any other criminal activity, any suspension and/or expulsion will be determined by the policies outlined in the St. Anthony High School Student Handbook.

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School Administration, law enforcement personnel, high school faculty, or by self-admission. If any violation is found to have occurred, there are, by definition, two possible consequences; suspension or expulsion from school athletics.

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Second Offense: Suspension for one calendar year from date of violation. Suspension will be reduced to six months upon the completion of a school approved counseling program to be paid for by student/athlete or family.

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First Offense: Expulsion from all participation for one calendar year from the date of offense. As a part of the expulsion, and in order to be reinstated, the student/athlete must attend a school-approved counseling program to be paid for by the student/athlete or family.

3. Commission of any other criminal offense: In the event a student/athlete commits any other criminal activity, any suspension and/or expulsion will be determined by the policies outlined in the St. Anthony High School Student Handbook.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Clubs

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

STUDENT LIFE

Conduct as Hosts

Students are expected to be courteous and respectful for those taking part in programs and athletic events.

Dog Pound

The student cheering section is referred to as the Dog Pound. The Dog Pound is under the auspices of the Pep Club. Rules for participation and inclusion in the Dog Pound are established and monitored by Pep Club sponsors, officers and members. Dog Pound T-shirts are ordered and purchased by student participants annually. Conduct within the Dog Pound and cheers initiated by the Pound must be in keeping with St. Anthony High School's mission/philosophy and IHSA sportsmanship guidelines.

Announcements

Information is relayed throughout the school community in a variety of ways:

PA announcements: After the prayer and pledge, a few announcements of general interest are read each morning.
Bulletin boards: The principal approves all items posted on non-classroom bulletin boards. No item should be removed without permission of the principal.
General announcements and other information can be found on the website.

Publicity/Photos

Enrolling your child in the school assumes a photo can be used for publicity. If you do not want your child's photo used in this manner, please notify the office in writing of this decision.

SCHOOL ORGANIZATIONS

These activities are designed to enrich the development of the student. A spirit of cooperation, morality, and good conduct are the foremost goals. Extracurricular activities must be fun to all students who are able to meet the qualifications for membership. All activities or distribution of information must be approved by the faculty sponsor/advisor.

Any activities (dances, athletics, contests, assemblies) are an extension of the school. No alcoholic beverages or drugs of any type are permitted. All school-sponsored activities must be chaperoned by designated adults.

An organization intending to sponsor a school function must obtain approval from the principal; a form indicating the particulars of the event must be filed in the office at least one week before the date of the event.

Student can only be president of two school organizations. In addition, students can't be president of both Student Council and Pep Club.

National Honor Society (chapter established 1969)

Membership in the St. Anthony Chapter of the National Honor Society is based upon excellence in four areas: scholarship, leadership, service, and character. To qualify for membership a student must meet the following criteria: Application, GPA, Teacher recommendation

Scholarship: Eligibility for the scholarship criterion (minimum 3.4 cumulative grade point average) is based on the student's cumulative GPA upon conclusion of the fifth semester (junior year). Those students who reach the GPA requirement during their senior year are also eligible for membership at the conclusion of the seventh semester only.

Character: Determination will be made based on school and civil conduct.

Service: To be considered for NHS, students must have fulfilled at least 50 of their total SAHS service requirements, including the following: Church (12); Community (8); K of C (2); Catholic Charities (2); School (8).

Leadership: Students must provide evidence of leadership positions.

Candidates must attend St. Anthony High School for a minimum of two semesters.

The object of this chapter is to create enthusiasm for scholarship, to stimulate a desire to render service beyond service hours requirements, to promote worthy leadership, and to encourage the development of character in all students.

Grounds for Dismissal from NHS

Membership to the National Honor Society is a privilege not a right. Members will be dismissed from the NHS for any one of the following actions:

After induction, the cumulative GPA drops below the required 3.40 (this includes the eighth semester) and remains below the required GPA after a one-semester probationary period.

Level II or Level III disciplinary infractions as stated in the St. Anthony High School Student Handbook

Violation of zero tolerance to alcohol or other illegal substances

Violation of the Illinois Criminal Code (some examples: retail theft, consumption or possession of alcohol, and criminal damage to property)

Any violation of academic honesty will result in dismissal or eligibility for NHS.

ACES (Academic Challenge in Engineering and Science) Organization

The ACES organization is dedicated to the recognition of academic achievement. The team consists of six to fourteen members who annually take tests in a chosen academic discipline. Members are chosen by the coach based upon past achievements and interest in a particular subject. Awards are given to individual students, and winners progress to the state and national levels.

Society for Academic Achievement (SAA)

This national society was founded in Quincy, Illinois in 1959 by civic organizations with the dual purpose of motivating youth to achieve excellence in academics and honoring those with outstanding scholarship. SAA awards are presented to sophomores, juniors and seniors who are in the top 5% of their respective classes at the end of the 3rd, 5th and 7th semesters. Only one scholarship letter and certificate will be awarded during the student's high school career. A special SAA embossed seal will be provided for placement on the certificate for each year in which the student meets the requirements.

Scholar Bowl

Any student may participate in scholar bowl. Knowledge of a wide variety of topics and quick recall is helpful. Students participate as a team in several interscholastic competitions. Varsity and JV scholar bowl teams are available. All Athletic Policies apply to Scholar Bowl.

Band

The band is a class and organization that receives credit toward graduation. Members may perform in parades, concerts, competitions and will serve as the pep band for home basketball games, pep rallies, and tournaments.

Chorus

Chorus is a class and organization that receives credit toward graduation. Members perform/participate in Masses, concerts, and other musical events.

Fall Musical

Auditions for parts are open to the entire student body. These productions are opportunities for students to demonstrate acting and musical abilities. Stage crew and other technical positions are also valuable roles open to students.

Pep Club

Student interested in promoting school spirit by planning pep rallies and contributing to other activities encouraging school spirit may volunteer to join this group. This club plans Homecoming Week. Officers and representatives are elected by club members.

School Clubs

St. Anthony High School sponsors the following school clubs: Spanish Club, Pep Club, Catholic Athletes for Christ, and History Club. New club proposals can seek permission to form. Permission to form a new school sponsored club should begin with the Principal.

School Dances

Dances are a privilege; thus, administration reserves the right to deny access to dances for poor behavior and/or poor academic progress. Any guest over the age of twenty or who attends a grade lower than ninth grade will not be allowed to attend. All guests must complete and pass the guest form application process. Administration reserves the right to use breathalyzers at school functions. All students are expected to conduct themselves appropriately on and off the dance floor. Misconduct will result in removal from the dance. If a student is removed from the dance, the student will be assigned a Level II behavior consequence and be required to take all final exams. Any guest asked to leave will not be allowed to attend any future dances for at least one calendar year.

Homecoming Court/Prom Court

Students may request omission from the ballot

Students must meet the following requirements for ballot inclusion

- 1) Academically eligible by voting date
- 2) No civil violations (DUI, shoplifting, etc...) within one calendar year of the voting date
- 3) No suspensions during the present school year

Prom Court:

Available to seniors only. Tradition dictates that the Homecoming king and queen will not be placed on the Prom ballot.

Student Council

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management and government of the school, develops high ideals, plans student activities, seeks to increase interest and awareness in school affairs, and helps solve problems that may arise.

CLASS OFFICERS

The President

- Makes all contact with the faculty advisor.
- Keeps the advisor informed of all class activities.
- Arranges class meetings with the advisor's permission.

The Vice-President

- Assists the president.
- Conducts class meetings when the president is absent.

The Secretary

- Keeps the minutes of each class meeting. -Submits to the principal a brief summary of each class meeting. -Is responsible for all class correspondence. The faculty advisor will approve all correspondence.

The Treasurer

- Contacts the school secretary to discuss class finances.
- Collects all dues and bills, and returns them to the school secretary.

Class Treasuries

Class funds are to be kept at Midland States Bank. The pastor or principal must sign all checks. Class financial reports can be obtained from the parish accountant. Senior accounts must be closed by graduation.

FINANCIAL MATTERS

Tuition/Resource Fees

Tuition and resource fees are issued and collected by the parish business office. Current tuition rates will be provided annually through the parish business office. Official student records are released when all financial obligations are completed. Tuition assistance is available for those who qualify. Tuition assistance is kept strictly confidential.

Refunds

Refunds will be given only if a student has not started a semester and decides to transfer. Once a student starts a semester, the entire tuition for that semester will be required.

Accident Insurance

Accident insurance is available for all students at the beginning of the school year at a nominal fee. Purchase is optional, but all students not properly covered by a family policy are required to purchase this insurance.

HEALTH & SAFETY

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, St. Anthony High School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling and Guidance

GUIDANCE SERVICES

The high school guidance counselor works toward fostering the growth of the whole person and is an essential part of the total curriculum at SAHS. The objectives for this department are to:

- Guide students in making wise academic and career choices and to provide opportunities to explore career areas.
- Assist in developing programs/courses that will enhance the quality of education and the lives of the students.
- Plan, administer, and interpret tests for college admissions.
- Communicate with parents in matters pertaining to academic achievement or failure, college selection, career choices, etc.

The guidance counselor plans and implements a program at each level to respond to the needs of the students. Specific functions cover the four years of high school from high school entrance to college entrance or the work world.

Diabetes Care for Students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Illness or Injury

Medical Treatment

Parents are required to sign permission form(s) for any student needing medical treatment during the school day.

Health

If a student becomes ill during the day, the student reports to the office. The office will contact the parents.

Immunization and Health, Eye, and Dental Examinations

Physical Examination and Immunizations

Under Illinois State Law, all 9th grade students are required to have medical examinations and proof of immunization. Visit <http://www.ilga.gov/commission/jcar/admincode/077/077006650B02400R.html> for state requirements. The physical examination must be presented to the administration when the student enrolls in the fall or the student will be denied admission to school until the examination has been completed. Students who have not provided proof of immunization by October 15 must be suspended from school. Transfer students must have a physical to enroll.

Students who participate during the year in athletics are required to have physical examinations annually, which are documented on the "Certificate of Child Health Examination Form." This documents immunizations and medical history and must be signed by the physician and parent(s)/guardian.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15,

the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Vision/Hearing Screening

Vision and hearing screening will be done, as mandated by the Illinois Department of Public Health, for teacher referrals, transfer students, and special education students on a specified date each school. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for teacher-referred students, transfer students, and special education students, they will be screened.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

Insurance

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for

the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Pregnancy

Each student involved in pregnancy will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, and the principal and pastor to determine the arrangements for the student's completion of his/her education.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Toxic Art Supplies and Required Eye Protection

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

Food Allergy Management Program

The schools shall

- A) attempt to identify students with food allergies;
- B) reduce exposure to known allergens;
- C) respond to allergic reactions with prompt recognition of symptoms and treatment,
- D) educate and train all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program that is conducted by a person with expertise in anaphylactic reactions and management.

Pest Control

The St. Anthony High School building is sprayed for pests on a monthly basis after school hours.

Emergencies

In the event of an emergency at school (fire, lock-down, etc...), parents are advised to listen to the radio for information. The Blackboard Connect System will also be activated to notify parents of emergency situations. Parents should not call the school as phone lines will be needed to contact appropriate emergency management officials. In the case of a lock-down, students will remain in their classrooms until the "all-clear" is given by appropriate authorities. In the event that students can only be released to a parent or guardian, parents should have another adult designated in loco parentis in their absence.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

Acceptable Use of the School's Electronic Networks

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

Privileges - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

Use of Email - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

ST. ANTHONY HIGH SCHOOL BRING YOUR OWN DEVICE PLAN

Policy & Procedures

When a student brings his or her own technology to the SAHS campus, it is mandatory that the device use the SAHS wireless network. By logging into the SAHS wireless network, students are accepting the terms of the SAHS and Diocesan Student Acceptable Use and Social Media Policies. When logging into the SAHS wireless network, students will have filtered Internet access just as they would on a SAHS owned technology device.

St. Anthony High School maintains its right to protect its network and technical resources. While SAHS uses filtering technology and protection measures to restrict access to inappropriate material, it is not 100% possible to prevent such

access. It is each student's responsibility to follow the standards for responsible use. Access to the SAHS network is a privilege and administrators and faculty may review files, messages, and other network use to maintain system integrity and ensure responsible use by all users. Administrators reserve the right to deny network access to anyone. **Because technology is constantly changing, SAHS reserves the right to make additions and changes to the acceptable use policy during the school year.**

St. Anthony High School – BYOD Agreement - Student User and Acceptable Use Policy

All devices within the SAHS building must have the Handbook Acceptance Form on file with the office.

Students wishing to use the wireless network must register their device(s) with the office, including their MAC address.

Students take full responsibility for the security of his or her device and the school does not assume responsibility for damage or theft.

Students are responsible for the proper care of their devices. This includes costs of repair, replacement, or any modifications needed to use the device at school.

Devices must be charged prior to bringing it to school and shall be capable of running off its own battery while at school.

The student may not use the devices to record, transmit or post photos or video of a person or persons on the SAHS campus. Images and video recorded at school cannot be transmitted or posted at any time without the express permission of administration. Violation will result in disciplinary action.

Any use of devices is prohibited in non-academic areas including but not limited to restrooms and locker rooms, whether at SAHS or at another facility where a school activity or athletic event is occurring.

The student will use the guest wireless network. Use of 4G & 5G wireless connections is not allowed.

Games are prohibited – Students are held accountable by the classroom teacher.

For more information about technology at St. Anthony High School, please visit www.stanthony.com.

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Student Photographs and Names

Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in

targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

PARENT COMMUNICATIONS & INFORMATION

Change of Address and Communication Records for the School

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

Communications

At St. Anthony High School, the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian

character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

At no time should parents be in doubt of their child's progress. Parents have the ability to access TeacherEase to track student progress. At the end of the first quarter, parents have the option for a parent/teacher conference to meet with their child's teachers. Should questions concerning your child's progress arise, please feel free to call the school at any time to set an appointment with a teacher, counselor, or administrator. Teachers may also request conferences with parents or students in order to arrange individual help or to address misunderstandings. Parents are encouraged to contact the school administration for discussion of any relevant issues, to arrange a visit of the school or a classroom.

Policy Making

The policies of the administration and educational mission of St. Anthony High School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

Responsibilities of School, Parents, and Students

Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote St. Anthony High School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible

13. To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

School Visitation Rights

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as scholars, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior

- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student

- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification

Employee Conduct Standards

Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

PROFESSIONALISM:

- Teachers are to support, model and actualize the school's mission:
 - Maintain the confidentiality of all students and staff.
 - Refrain from discussing students or their issues in the lounge or with other parties.
 - Secure your grade book and completed tests.
 - Don't gossip.
 - Refrain from criticizing staff or administration in front of others.
 - Be respectful of all staff, students, and parents.
 - Be familiar with and support school rules established in the student-parent handbook.
- Teachers are to provide learning experiences that stimulate the student's creativity and enthusiasm for learning.
 - Provide differentiated instruction activities to reach all learning styles.
 - Utilize technology to enhance the learning experience.
 - Work within the department to evaluate and integrate curriculum components.
 - Plan thoroughly, both long range and short-range expectations for classes.
 - Evaluate student progress in a fair and timely manner.
- Teachers must dress in a manner that could be called conservative professional. (Teachers may participate in jeans days or other dress-up days i.e. Halloween)

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender and Violent Offender Community Notification Laws

State law requires schools to notify parents or guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) department website. The ISP website contains the following:

1. Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
2. Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
3. Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors to St. Anthony High school are required to check in with the main office. Visitors are asked to prearrange meetings with teachers or other staff members 24 hours in advance.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

Student and Family Handbook Acknowledgement and Pledge

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to confirm receipt of this acknowledgement and pledge during the online registration process will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Parent or Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to confirm receipt of this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.