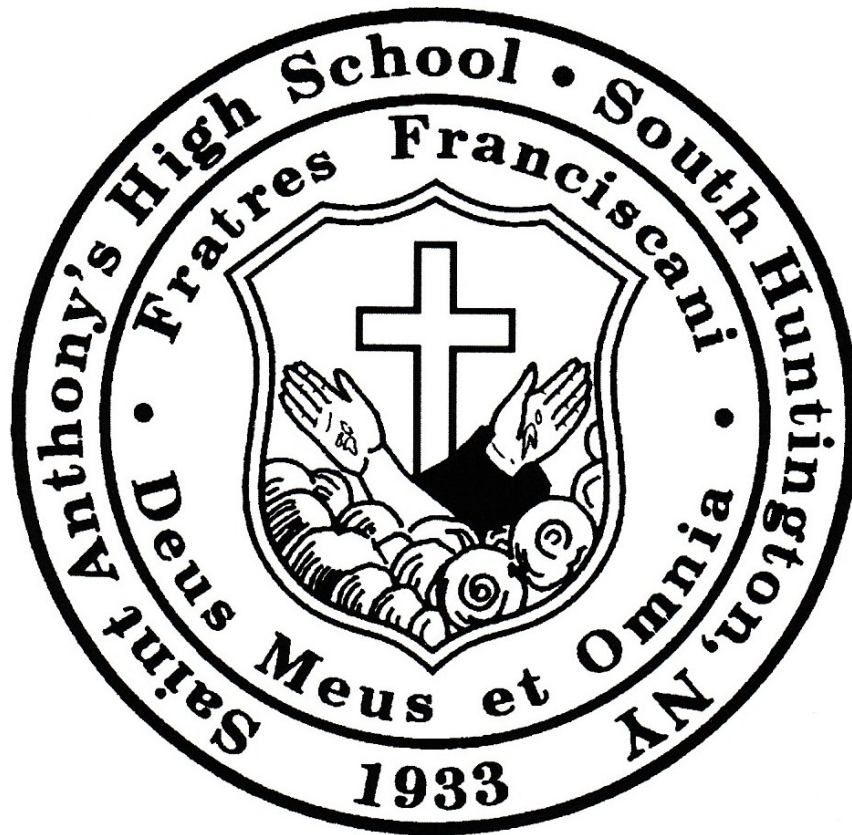


FACULTY HANDBOOK

2018–2019



SAINT ANTHONY'S HIGH SCHOOL

275 Wolf Hill Road

South Huntington, NY 11747-1394

Tel. (631) 271-2020

Fax (631) 351-1507

www.stanthonyshs.org

FORWARD

“The most important thing is that teachers should really have Christ’s spirit in themselves and really embody it in their lives. The children in school do not need merely what we have, but what we are...The entire educational process must be carried out with love which is perceptible in every disciplinary measure and which does not instill any fear. And the most effective educational method is not the word of instruction but the living example without which all words remain useless.”

From the words of
Saint Teresia Benedicta of the Cross
(Edith Stein)
Canonized a Saint on October 11, 1998

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Brother Robert Gabriel, O.S.F.

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Dr. Christina Buehler	Dean of Women Sophomores, Juniors, Seniors
Mr. Robert Arrigo	Dean of Men Sophomores, Juniors, Seniors

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Mrs. Kim Hearney	Director of College Counseling
Dr. Christina Buehler	Director of Communications
Mr. Don Corrao	Director of Development
Brother James McVeigh, O.S.F.	Franciscan Mission Coordinator
Mr. Rick Mescallado	Information Systems Director
Mrs. Jill Adler	Director of Library
Mr. Neal DeWaal	Director of Maintenance & Physical Plant
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Mrs. Laura Domanico	Director of Retreats
Mrs. Stephanie Ganci	Director of Scheduling
Mr. Andrew Gray	Student Center Director
Mr. James Medina	Summer School Principal
Mr. Robert Cordina	Director of Website & Social Media

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Mrs. Laura Domanico

Brother Robert Gabriel, O.S.F.
Mr. Patrick Maguire

FRANCISCAN MISSION COORDINATOR

Brother James McVeigh, O.S.F.

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ASSISTANT DIRECTOR OF RETREATS

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Miss Alexandra Roecklein

Ms. Lisa Seewagen

Ms. Nancy Tufano

Mr. Nicholas Vasiliades

Mr. Michael Zanni

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Mr. Joshua Perry

Mr. Michael Canipe

Mr. Sergei Gurbelo

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Mr. Richard Hanley

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Mr. Zachary Davino

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College Counseling*
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Mrs. Andrea Mastrodomenico Savio

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Mr. Richard Reichert
Mr. Olivier St. Aude

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Mrs. Annemarie McKenny
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Mr. Mark Paino
Mr. Paul Paino
Mr. Craig Reynolds
Ms. Jennifer Roveto
Mr. Daniel Varney
Mr. Andrew Zonin

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Mrs. Laura Cooke
Mr. Robert Cordina
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Mr. Christopher Doyle
Mrs. Deborah Fahey
Mrs. Stephanie Ferrante
Ms. Anne Ferrara
Mrs. Cari Gash
Mr. Andrew Gray

Mrs. Tina Grottano
Mr. Christopher Koeplin
Dr. William Kristiansen
Mr. Shayne Lewis
Mr. Charles Menzer
Mrs. Kelly-Ann Roecklein
Mr. Michael Roecklein
Ms. Megan Sloan
Mr. Nicholas Vasiliades

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Mr. Rick Mescallado, *Information Systems Director*

Mr. Frank Vilbig, *Faculty/Staff Technology Support*
Mr. Brian Flanagan, *Infrastructure Manager*

ADMINISTRATIVE ASSISTANTS

Mrs. Cathleen Trombino, *Assistant to the Principal*

Mr. Matthew Domanico, *Assistant to the Dean of Faculty & Director of Studies/
Academic Counselor*

Mr. Edward Vilbig, *Assistant to the Prefect of Discipline for Freshmen*

Mr. Christopher Farrell, *Assistant to the Dean of Student Activities*

Mr. Jesse Basso, *Assistant to the Admissions Director/Staff Accountant*

Mr. Andrew Gray, *Assistant to the Treasurer*

Mrs. Diane Scaduto, *Assistant to the Treasurer*

Mrs. Krista Jaworski, *Assistant to the Treasurer*

Mrs. Annie Snyder, *Assistant to the Registrar & Scheduling/Assistant to the Alumni Director*

Mrs. Eileen Gols, *Assistant to the Chairman of Guidance Services*

Mrs. Jennifer Fardellone, *Assistant to the Director of Library Services*

CAFETERIA**W&S Food Service, Inc.**

Mr. Keith Wieczorek

Mr. Doug Schreiber

FRIAR BOOKSTORE

Mr. William Kiernan, *Manager*

Mr. Michael Zanni

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Mrs. Sally Cappy, R.N.

Mrs. Kathleen Barnosky, R.N.

Mrs. Ann DeMarco, R.N.

ATTENDANCE

Mrs. Donna Pitch

Ms. Ashley Nimmo

DIVISION OF SECRETARIAL SERVICES

Mrs. Colleen Maguire, *Secretary to the Principal*

Mrs. Lisa Schroeder, *Secretary to the Dean of Faculty & Director of Studies*

Mrs. Angela Patelli, *Secretary to the Assistant Principal for Student Activities*

Ms. Jill Riemer, *Secretary to the Dean of Men & Dean of Women*

Mrs. Angela Manney, *Secretary to the Director of Athletics*

Mrs. Lisa Savallo, *Secretary to the Director of Athletics*

Mrs. Sharon Scubla, *Secretary to the Director of Athletics*

Mrs. Emily Mangino, *Secretary to the Director of Development*

Mrs. Anne McShane, *Secretary to the Director of Development*

Ms. Ashley Nimmo, *General Office Secretary*

Mrs. Madi Perrotta, *General Office Secretary*

Mrs. Mary Correll, *Secretary to the Director of Scheduling*

Mrs. Colleen Steponaitis, *Secretary to the Registrar*

Mrs. Denise Pileggi, *Secretary to the Director of Alumni*

Mrs. Régine Durham, *Library Media Associate*

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Mrs. Siana Sylvester, *Center Manager*

Mr. Vincent Micucci, *Student Services Manager*

Ms. Annmarie Custodio, *Student Services Manager*

Mr. Daniel Carlos, *Student Services Manager*

Ms. Julia Ceriello, *ESL Teacher*

Ms. Ashley Garry, *ESL Teacher*

Ms. Saralyn Spataro, *ESL Teacher*

Mrs. Emily Brosnan, *Host Family Manager*

Mr. Andrew Russell, *Academic Development Manager*

Mrs. Megan Hyland, *University Admissions Advisor*

HISTORY

St. Anthony's High School had its beginning in 1933 at Smithtown. In that year, the St. Anthony's Juniorate was opened as a boarding prep school for young men desiring to become Franciscan Brothers. The Juniorate had an initial enrollment of twenty-five students.

In 1958, the Franciscan Brothers, noting the increased Roman Catholic population in the newly created Diocese of Rockville Centre, altered the complexion and nature of the Juniorate by admitting young men as day students. Thus, St. Anthony's High School was born as a college preparatory school for young men.

In 1984, St. Anthony's High School relocated to its present campus at South Huntington, New York. This relocation provided St. Anthony's High School with an enlarged and modern educational facility. It was in 1984 that young women were admitted as students. Today, St. Anthony's High School boasts an enrollment of twenty-four hundred students.

With this relocation and expansion, St. Anthony's High School has preserved its long traditions of Franciscan spirituality and academic excellence; it continues to serve the Church as a source of teaching and Roman Catholic inspiration.

INTRODUCTION

Membership in the academic profession carries with it responsibilities for the advancement of knowledge, the intellectual growth of students, and the improvement of society. Faculty members must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal, spiritual, and professional development.

Moreover, a member of the faculty of St. Anthony's High School has a special obligation to understand the nature of this institution of secondary education, and to appreciate its unique characteristics and its philosophy and objectives. The faculty member should want to be associated with such an institution and should strive to improve the intellectual and practical effectiveness of the School by willing and thoughtful participation in its governance.

As an educational institution, St. Anthony's High School does not wish to impose a rigid body of codified rules upon the members of its faculty. The School does, however, have certain legitimate expectations concerning the conduct of professional academicians. The following statements, procedures, and policies outline the obligations incumbent on faculty members of St. Anthony's High School.

MISSION STATEMENT

St. Anthony's High School is a Roman Catholic, Franciscan, college preparatory school, rooted in the seraphic principle "Capture the heart and the mind will follow" (St. Bonaventure). Our mission is to educate young men and women on their spiritual, academic, artistic and athletic journey towards Truth.

BELIEF STATEMENTS

We at St. Anthony's High School believe in:

Our Catholic heritage in the Franciscan tradition

We encourage the student's spiritual growth through participation in the Church's mission to build the Body of Christ by:

- (a) instructing our students in the Catholic faith, encouraging in each student the formation of a morally correct conscience, developing a strong sense of family values, respecting different religions and cultures, challenging the forces of racism in all its forms;
- (b) providing liturgical experiences which nurture the spiritual development and sacramental life of the student;
- (c) promoting Gospel ideals as mirrored in the lives of St. Francis of Assisi and St. Anthony of Padua; faith, hope, love of God, self and neighbor; joy in the gifts of life and salvation; peace in the attempt to discern God's will in the daily course of events;
- (d) fostering a respect for the natural order and the beauty of creation.

Dignity and Respect

We promote the future common good of our students, our school and our society by:

- (a) fostering respect for the democratic ideals of liberty, equality, and the principle of law in a pluralistic and multicultural society;
- (b) encouraging a responsible attitude toward change in the pursuit of Truth;
- (c) providing Alumni the opportunity to serve as mentors and guides to current Friars while sharing their common history as a Friar Family;
- (d) emphasizing the duty of our teachers to direct their students' activities with a sense of responsibility and to have them strive for what is true and just in willing cooperation with others;
- (e) expecting teachers to exemplify the behavior and moral values expected of the students;
- (f) encouraging parents and families to support and reinforce the values of honesty and integrity in their students' academic performance and personal interactions.

We encourage effective development and promote the students' fullest aesthetic growth by:

- a) fostering, within the curriculum and extra-curricular activities, an appreciation of individual worth and value of all people through Franciscan service.

Academic Excellence

We encourage both critical and creative thinking and stimulate the student's intellectual growth by:

- (a) providing a formal study of the arts and sciences that recognizes the needs of a diverse student body;
- (b) encouraging a spirit of academic excellence;
- (c) offering a variety of activities that allow the students to explore all facets of the arts and sciences;
- (d) emphasizing that learning is not limited to the school environment or the school years;
- (e) fostering an awareness of college and career choices.

We encourage the exercise of individual talents and promote the student's physical, emotional, and social growth by providing curricular and extra-curricular activities which:

- (a) stimulate physical, emotional and social health, individual integrity, and self-respect;
- (b) challenge leadership potential;
- (c) encourage a sense of social responsibility, a generous spirit, and unselfish service toward neighbor in the spiritual and corporal works of mercy;
- (d) create an atmosphere in which healthy, life-long relationships can be nurtured.

PROFILE OF STUDENT GRADUATES

St. Anthony's High School seeks to mold a balanced individual by shaping the mind, exercising the body and inspiring the spirit. Therefore upon Graduation, our students will:

Value:

- Our Roman Catholic Faith;
- The Gospel ideals of St. Francis;
- Spiritual and Corporal works of mercy, love for creation, and respect for life in all its forms;
- A demanding academic environment and education as a life-long learning process;
- The freedoms afforded to the citizens of the United States of America.
- Membership in a global community.

Be Able To:

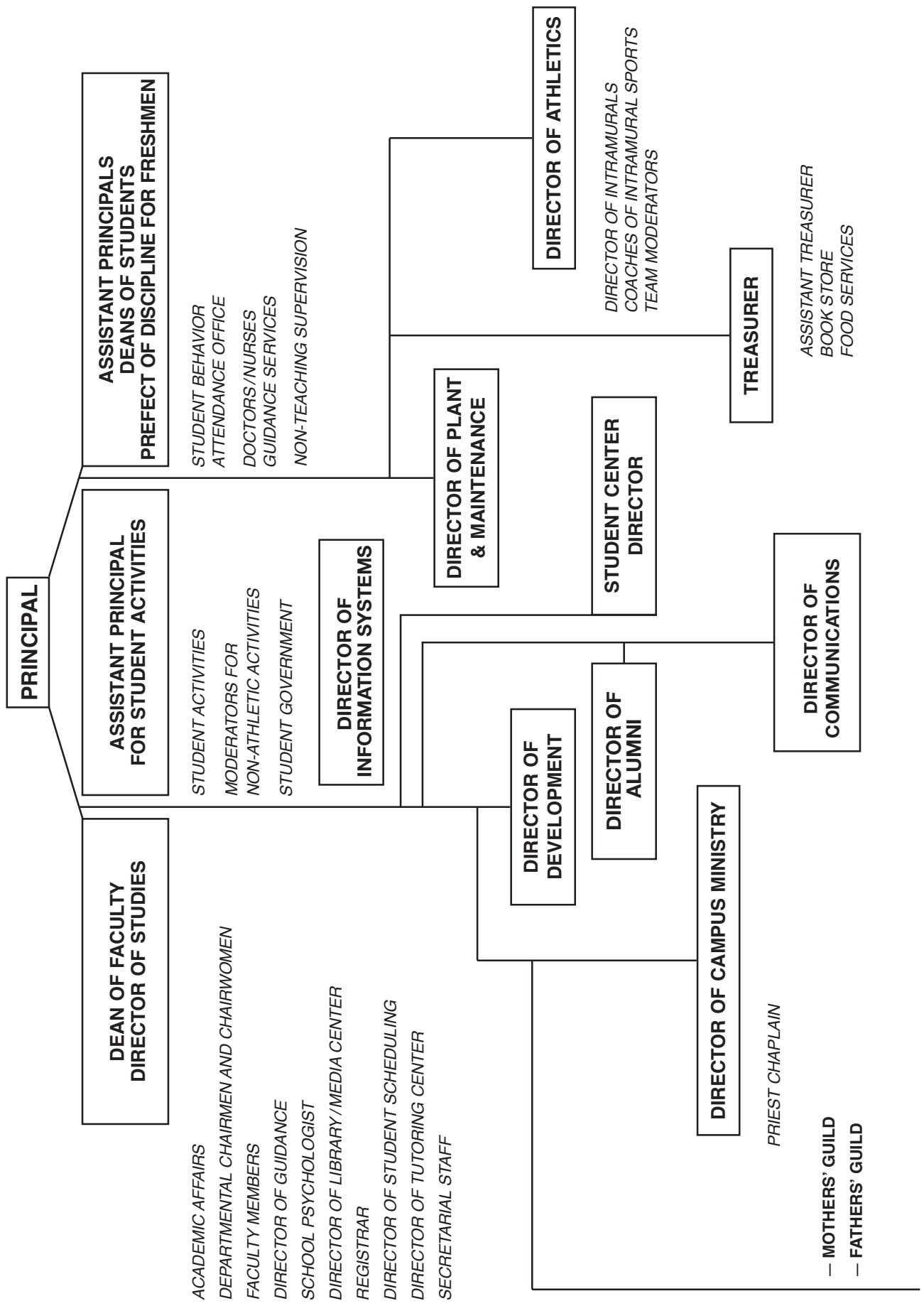
- Problem solve, communicate effectively and distinguish between perception and Truth;
- Think globally, creatively and critically and have an appreciation for both the Liberal Arts and Sciences;
- Make sacrifices for what they believe in and have the courage to stand up against injustice.
- Think independently and develop self-reliance.

Believe

- They are called to become the spiritual and visionary leaders needed to transform our world, our nation and our society;
- in love and appreciation of the United States of America;
- in altruism, volunteerism, and the willingness to meet the social challenges of today;
- in acceptance, respect and love for all.

ORGANIZATIONAL FLOW CHART

BOARD OF TRUSTEES



BOARD OF TRUSTEES

The Board of Trustees of St. Anthony's High School shall have such powers as shall be necessary for the proper conduct of the High School not inconsistent with the educational law of the State of New York, the rules of the Board of Regents of the State of New York, and the regulations of the Commissioner of Education of the State of New York. The Board of Trustees exercises the following powers:

- Gives the High School its basic purpose and objectives;
- Establishes basic policies affecting the High School and approves those proposed by the Faculty and Principal of the High School;
- Approves the annual budget and any revisions thereof, and fixes and changes the rate of tuition.
- Approves the annual Regents Report to the New York State Education Department;
- Grants diplomas to those students who have satisfactorily completed the required course of study;
- Confirms the Principal's appointments and promotions of faculty;
- Makes all by-laws necessary and proper for the purposes of the High School and not inconsistent with civil or canon law, however, no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended, or repealed by a smaller vote than that required for action thereunder;
- Approves introduction and discontinuance of curricular, but not of particular courses.

PRINCIPAL

The Principal is the executive in charge of the management and administration of the school. He is responsible to the Board of Trustees in all matters. The Principal's primary responsibility is to provide the atmosphere for the development of a Roman Catholic community of faith and a vital and dynamic learning experience, in fulfillment of the philosophy of the school. His responsibilities and duties are:

To implement policy and regulations set by the Board of Trustees.

To submit to the Board of Trustees the general school budget and, in concert with the school's Treasurer, to be responsible for the total financial operation of the school.

To recommend to the Board of Trustees other administrators to serve the school.

To implement the school philosophy in all sectors of school life.

To provide a Roman Catholic and Franciscan atmosphere for the complete development of the students' spiritual, moral, academic, emotional, and physical growth.

To evaluate goals, objectives, and practices throughout all sectors of the school organization.

To work with the Office of Admissions in rendering the final decision on the acceptance of new students.

To work with the Dean of Faculty, Chairmen, Chairwomen and Directors in rendering the final decision for hiring new Faculty and Staff.

To supervise the salary schedules, contracts, and benefits package and to meet with the Faculty Concerns Committee as the need arises.

To direct the dismissal or transfer of students from the school for disciplinary reasons.

To establish the school calendar in cooperation with other administrators, the Director of Development, Alumni, the Director of Athletics, the Mothers' and Fathers' Guilds, and others responsible for submitting calendar dates.

To meet regularly and work in concert with the Director of Development, Public Relations, and Alumni.

To approve purchases of school equipment and, with the Director of Plant Management and Treasurer, to be responsible for the general operation and maintenance of the school plant.

To meet regularly with other administrators in order to evaluate programs and procedures and to ascertain overall school needs.

To meet with the faculty on a regular basis.

To serve as a liaison with outside agencies, such as the Police Department, Juvenile Aid Bureau, County Probation Department.

DEAN OF FACULTY/DIRECTOR OF STUDIES

The Dean of Faculty & Director of Studies is responsible to the Principal and accountable to the faculty for all areas of academic affairs. In the absence of the Principal, the Dean of Faculty is in complete charge of the administration and management of the school. He is responsible for the smooth operation of the school through the management and administration of its day-to-day functions. His responsibilities and duties are:

To be responsible for the supervision of instruction.

To supervise the development of the curriculum.

To provide educational leadership for the faculty, students, and parents and to foster and supervise educational improvements and changes.

To arrange for regular meetings of the Academic Council and to preside over the deliberations of the Council.

To maintain complete course descriptions and course requirements for all courses offered in the curriculum, and to meet with faculty regarding these descriptions and requirements.

To serve as resource person for all teachers by observing classes in order to make recommendations concerning teaching methods and classroom management.

To supervise student and faculty scheduling.

To supervise the preparation of all academic reports for the school.

To supervise and administrate the College Credit Program.

To approve students' requests to study at local colleges and universities.

To supervise and administrate the student-teacher program.

To maintain a current faculty data bank which includes degrees and certifications awarded and earned.

To supervise the examination schedules, proctoring and relief schedules.

To supervise promotion, graduation policies, and the granting of academic awards.

To supervise the administration of the Regents Examinations, in collaboration with the Registrar.

To maintain the confidentiality of the students' academic records and to provide student information to responsible persons.

To coordinate Parent-Teacher interview nights.

To supervise independent study programs, tutorial, and special programs as the needs arise.

To supervise, in cooperation with the Assistant Principal for Student Activities, the Commencement Exercises.

The Principal and the Dean of Faculty's mutual responsibilities and duties are:

To work with Chairmen, Chairwomen and Directors in rendering the final decision for hiring new Faculty and Staff.

To direct and orientate new faculty members through group meetings and individual consultation.

To direct the dismissal or transfer of students from the school for academic reasons.

ASSISTANT PRINCIPAL/STUDENT ACTIVITIES

The Assistant Principal assists in the development of policies which aim at organizing and directing activities within the school, or, directly connected with the school. The Assistant Principal for Student Activities performs all duties delegated to him by the Principal. His responsibilities and duties are:

To maintain, as an overall objective the initiation of programs which will foster student involvement, promote faculty-student rapport, and enhance school spirit.

To be responsible for supervising all room assignments, including the cafeteria and auditorium.

To evaluate and oversee all clubs, student activities, extracurricular activities, and special school events.

To serve as the Administration's liaison with the faculty, students, parents, and local community in all matters related to student activities, in the light of the goals and objectives stated in the school's philosophy.

To moderate the Student Council and work directly with the Council in all their related activities.

To oversee student awards and recognition for student activities.

To act as liaison with the moderators of the Mothers' Guild and Fathers' Guild.

To organize the school activity calendar.

To receive all rosters, meeting schedules, minutes, publications, and reports of each student activity at least once a semester.

To present an annual report and recommendations to the Principal concerning student activities.

To review the annual budget of all school activities in conjunction with the Treasurer.

To coordinate the scheduling of all school facilities (classrooms, cafeteria, auditorium) for extracurricular use.

To coordinate the assignment and use of all school vehicles.

To work together with the Athletic Director on those events which demand their mutual participation, e.g., pep rallies, homecoming, student interest in interscholastic competition, etc.

To supervise commencement exercises in cooperation with the Dean of Faculty.

To supervise Senior and Junior proms, Junior Ring Day, and school dances.

To arrange for adequate supervision of school functions in conjunction with the Deans of Discipline.

To arrange for each student to be furnished with a Student Identification Card.

To oversee and evaluate all school trips and receive appropriate information from teachers sponsoring the activity.

To supervise announcements on the Public Address system and oversee all publicity for student events.

To supervise the Bell Schedule for daily use as well as Special Schedules when needed.

To coordinate the use of display cases in the main corridors throughout the school and provide a means for exhibiting student's accomplishments in all areas of activities.

To assign display areas for the use of respective activities and encourage their decoration and utilization to the maximum level.

ASSISTANT PRINCIPALS / DEAN OF STUDENTS / PREFECT OF DISCIPLINE FOR FRESHMEN

The Assistant Principals/Deans of Students will work with faculty and students to provide an atmosphere which makes possible the achievement of the school's philosophy and objectives. They perform all the duties delegated to them by the Principal, including the following:

To be responsible to the Principal for general supervision and maintenance of student behavior, stressing good order and self-discipline.

To assist teachers and pupils in case of discipline difficulties, realizing that the administration of discipline must be tempered by an awareness of circumstances.

To receive and act upon referrals from teachers in all disciplinary matters and assign appropriate detention when necessary.

To consult with Department Chairpersons, Dean of Faculty, and Principal about teachers with excessive disciplinary problems and consult with such teachers to attempt to help them solve these problems.

To assign and monitor teacher supervisory duties.

To publish specific school regulations and distribute them to students, parents and teachers.

To devise a system of reporting and recording student character ratings during school and at extracurricular activities.

To supervise school attendance procedures.

To maintain responsibility for removal of character points from a student's character rating and the authority to remove detention given to individual students.

To exercise authority to suspend students from classes and extra curricular activities if violations are serious and excessive in number.

To arrange conferences with parents of students who are disciplinary problems or have problems with attendance.

To make recommendations to the Guidance Department and/or the school psychologist for individual referral cases.

To discipline students who have been truant or who have cut classes with standard automatic penalty.

To impose the standard automatic penalty for students who are late.

To supervise and coordinate student personnel services.

To serve as a liaison with school district transportation coordinators regarding transportation problems.

To develop a system of assigning lockers and keeping records of all assigned lockers.

To telephone parents prior to sending students home for illness or for disciplinary reasons.

To schedule and conduct fire drills.

To tour the school facility on a regular basis, at least once a day, and noting particularly the manner in which faculty members, with supervisory assignments, perform their duties.

TREASURER

The Treasurer assists the Principal in the supervision of all aspects of the school's financial administration.

The Treasurer is the architect of the annual budget and annual financial report. As the official financial officer of the school, he supervises all financial accounts connected with the school.

The Treasurer's responsibilities are:

To supervise all personnel records, salary, schedules, and contracts.

To prepare and direct the school tuition program.

DEPARTMENT CHAIRMEN AND CHAIRWOMEN/DIRECTORS

Department Chairmen and Chairwomen occupy a position of responsibility and authority directly under the Dean of Faculty. They have been appointed to this office because of their teaching experience, education, and ability in the field. Their authority extends to all matters in the department pertaining to: organization within the department, department meetings, supervision of teaching within the department classrooms and laboratory work, syllabi, textbooks, other teaching or professional aids, and the department budget.

Personal Qualifications

1. Evidence of commitment to the goals and philosophy of St. Anthony's High School, as they have been outlined in the Faculty Handbook.
2. The personality traits conducive to positive leadership which will enable them not only to direct the growth of the department, but also to support and encourage each of its members toward a unified goal. Among these traits are creativity, open-mindedness, approachability, ability to interact with one's peers, flexibility, and a positive attitude toward administration, faculty, parents, and students.

Professional Qualifications

1. Chairmen and Chairwomen shall have a Master's Degree in their field awarded by an accredited institution. In some cases, the degree may be in a related field appropriate to New York State Certification norms.
2. Chairmen and Chairwomen shall have State certification in their specific area, or, in the case of areas not certified (e.g., Religious Education), they shall have the number of academic and educational credits equivalent to the current State norms in certifiable areas.
3. Chairmen and Chairwomen shall have at least five years teaching experience on the secondary level, some time of which should have been spent as a member of the faculty of St. Anthony's High School.
4. Chairmen and Chairwomen shall demonstrate evidence of active interest in current trends in education and in their specific academic discipline.

Length of Term

Under ordinary circumstances, the length of term of the Chairmen and Chairwomen will coincide with that of the Principal.

Method of Selection

While it is the primary responsibility of the Principal to elicit nominees for the position of Chairman and Chairwoman, the election process will include applications sought at large and/or from the specific recommendations of the present members of the department. In the event that no applicant satisfies the above norms, or, in the case of prolonged absence, an acting chairperson may be appointed to fulfill departmental responsibilities.

Duties

1. Shall foster the implementation of the philosophy and goals of St. Anthony's within the department.
2. Solicits information from professional, governmental, educational agencies for the continued updating of the curriculum and teaching in the department, and attends professional meetings and conventions.
3. Should regularly supply the Principal and the Dean of Faculty with information about the department and suggest ways to improve the department.
4. Shall hold regular department meetings, and provide the Principal and the Dean of Faculty with a copy of minutes of the meeting, including those members who were present and absent.
5. Will make recommendations to the Principal and Dean of Faculty as to the continuation of the services of individual teachers in the department, having consulted with the teachers in question.
6. Will interview all candidates for available positions in the department and forward the findings to the Principal and Dean of Faculty.
7. Will conduct a minimum of two (2) observations each semester for each teacher with three or fewer years experience in the school and one (1) observation each semester for each teacher with more than three years experience in the school. Each visitation shall result in a written report which shall be reviewed with the teacher and then filed with the Dean of Faculty.
8. Shall evaluate the instructional program of the department according to norms established at the beginning of each school year. These norms shall evolve from the considerations of the Chairmen and Chairwomen, Directors, Dean of Faculty, and the Principal.
9. Shall be primarily responsible for the development of the course of studies in the department and to be responsible for the revision of existing courses, as the need arises.

THE ACADEMIC COUNCIL

The Academic Council of St. Anthony's High School is an advisory body to the Principal on matters which pertain to academic affairs and policies. The structure of the Council is determined by the Dean of Faculty on the basis of academic need. The Dean of Faculty presides over all deliberations of the Academic Council.

The Academic Council will consider and make recommendations to the Principal on the following matters:

- The overall curriculum for academic instruction.
- The methods for evaluation of teacher effectiveness.
- The system of student evaluation, grading, and award recognition.
- The standards of interdisciplinary cooperation and planning.
- Guidelines for independent study.
- Standards for departmental evaluation.
- Those matters on which it is consulted by the Dean of Faculty and/or Principal.

Members of The Academic Council

Brother Robert Gabriel, O.S.F., Chairman

Mr. Christopher Lauto, Art Department

Mrs. Nancy Kennedy, English Department

Mrs. Maritza Acosta, Foreign Language Department

Mr. Trevor Anderson, Guidance Department

Mrs. Siana Sylvester, International Learning Center

Mrs. Karen Scharbach, Mathematics Department

Mr. Bruce Engel, Music Department

Mr. Sal Lagano, Physical Education and Health Education Department

Mr. James Medina, Science Department

Mr. Lewis Cordina, Social Studies Department

Mr. Patrick Maguire, Theology Department

DIRECTOR OF ADMISSIONS

The Director of Admissions reports to the Principal and is responsible for:

Visiting feeder schools to represent St. Anthony's to the prospective students.

Providing individual and monthly group tours.

Interviewing prospective transfer students.

Notifying incoming students of their acceptance to St. Anthony's.

Preparing all advertising and information packets regarding Admission to St. Anthony's.

Answering requests for information regarding enrolling in and transferring to St. Anthony's.

Provide the Principal with timely reports regarding enrollment.

Notify applicants who are wait-listed or not accepted.

To direct, plan, and coordinate the annual Open House for prospective students and parents.

Assisting the Principal with the schedule for the Entrance Examination and the distribution of the results of this examination.

DIRECTOR OF ALUMNI

The Director of Alumni reports to the Principal and is responsible to:

Supervise and coordinate all activities of the Alumni Association.

- a. Establish an Alumni Association
- b. Establish an Alumni Board which would represent the years of alumni existence
- c. Manage the Alumni database with a concentrated focus on finding lost alumni and updating existing information
- d. Establish regional alumni gatherings in major metropolitan areas
- e. Establish profession-specific gatherings in major metropolitan areas, i.e., Wall Street
- f. Establish Alumni Speakers' Forum (Industry Specific)

Plan and implement programs and activities that enhance positive relations with St. Anthony's alumni and promote involvement of those constituents in the life of the school.

Work closely with the Director of Development in meeting alumni-specific fund-raising objectives.

Initiate, coordinate and manage all alumni reunions: 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50.

Collaborate with the Director of Development as well as contribute information and articles to *Friar Focus* — The St. Anthony's Magazine.

Initiate and manage a user-friendly and regularly updated alumni link (as part of the school's website) including a place to post prayer intentions and to pray for our beloved deceased alumni.

Work with the Director of Public Relations in matters concerning alumni and the wider public.

Consult with the school calendar on events deemed attractive to alumni, i.e., games, concerts, plays, etc.

- a. Place Alumni functions on the calendar.

Be proficient in current social and professional networking techniques (sites and software).

ASSISTANT TO THE ACADEMIC DEAN

Assists the Director of Studies/Academic Dean in the supervision of the academic growth of the students and performs all the duties delegated by the Director, including the following:

Coordinates the Advanced Placement Program and supervises the administration of the AP yearly examinations.

Researches the records of incoming Freshmen to ascertain the students who, based on their past scholastic performance, may require extensive guidance and direction in adjusting to the academic program offered in St. Anthony's.

Monitors the academic progress of all students and offers counseling to those who experience poor scholastic performance.

Advises parents of student academic needs and assists them by making recommendations for improvement.

Serves as a resource person to Administration, Teachers and Guidance Personnel in matters that pertain to student academic development.

Assists students with IEP or 504 evaluations during Final and Regents Exams.

Assists students with extended absences to maintain their academic learning and assignments.

Supervises home instruction.

DIRECTOR OF ATHLETICS

The Director of Athletics will organize and supervise all school affairs related to the school's extracurricular athletic program. He will be directly responsible to the Principal. He will be responsible for the operation of the athletic budget, custody of admission tickets, selection and assignment of personnel, and general supervision and evaluation of the athletic program in light of the goals and objectives of the school's philosophy.

His duties and responsibilities include:

Exercising leadership in the development of policy governing athletic activities in collaboration with the administration.

Designing a workable procedure for all athletic activities within the school according to dates, times, and location of activities.

Maintaining security and supervision of the building and fields before and after games and activities.

Purchasing and caring for athletic equipment.

Hiring coaches and Athletic staff, with the approval of the Principal, and informing these coaches of the school's athletic policy and philosophy.

Supervising coaches in their assignments, as well as encouraging them in their endeavors.

Discharging coaches, with the approval of the Principal, who have failed to execute their role effectively.

Sharing the responsibilities of the athletic program with staff members and coaches.

Working with the Principal and the Director of the Physical Plant in the maintenance and improvement of the outdoor and indoor facilities.

Insuring that the athletic program is safety oriented.

Providing opportunities for students to participate in a wide variety of sports throughout the year.

Working with the coaches and moderators of the intramural program for the purpose of developing a well-balanced program.

Educating the entire school community that the purpose of athletics is to promote the physical, mental, social, and emotional well-being of the individual players.

Providing for press releases and athletic announcements in cooperation with the Director of Communications.

Providing the opportunities for athletic assemblies.

Developing the athletic budget in cooperation with the Treasurer.

Representing the Athletic Department before the Administration.

Executing all necessary administrative details involved in any athletic event, e.g., ticket sales, transportation, etc.

Representing the school at professional athletic meetings and conferences.

Working with the Assistant Principal for Student Activities in awarding Freshman, Junior Varsity, and Varsity "letters."

Receiving request for Early Dismissals and Overnight Stays from Athletic Coaches. Final approval is made by the Academic Dean.

DIRECTOR OF ATTENDANCE

The Director of Attendance is appointed by the Principal and works in close cooperation with the Assistant Principal/Deans of Students.

The Director's duties and responsibilities include:

Assigns duties and supervises the work of the attendance secretary. [The authority to excuse students from class shall not be delegated to the attendance secretary.]

Provides attendance records that are accurately and neatly maintained. In accordance with the rules and regulations of the New York State Department of Education, attendance records are maintained as follows:

- (a) Register of Attendance: 50 years after class concerned graduated from high school.
- (b) Written excuses from parents explaining absence of pupils: 3 years.
- (c) Daily attendance lists: 3 years.

Insists that dated notes from parents and/or doctors be presented to explain absences, and examines such notes for validity. [Students failing to submit acceptable notes shall be sent to the appropriate Dean of Students.]

Monitors patterns of absenteeism, contacts the individual for personal consultation about causes and communicates this information to the appropriate Dean of Students, if necessary.

Issues passes to students who are late and informs them that they may be referred to one of the deans for automatic penalty.

DIRECTOR OF CAMPUS MINISTRY

The Director of Campus Ministry is appointed by the Principal and is responsible for all religious activities in the school in consultation with the Administration.

The duties and responsibilities of the Director of Campus Ministry include:

Appealing to student leaders to accept the challenges of leading the formation of a Roman Catholic community.

Continually seeking ways to involve members of the faculty and staff in practical aspects of the school's youth ministry.

Seeking ways to involve parents in as many aspects of the school's youth ministry as possible.

Developing a variety of ways to strengthen the relationship between the school and "feeder" parishes.

Encouraging student involvement in service programs beyond the limits of official school sponsorship.

Encouraging student involvement in service to the Roman Catholic community at St. Anthony's and in their local parishes, e.g., music programs, service projects, parish councils, liturgy committees, youth groups.

Encouraging students to participate in retreat and prayer opportunities.

Encouraging students to make practical responses to the Roman Catholic Church's call for social action.

FRANCISCAN MISSION COORDINATOR

Franciscan Mission Coordinator will be inviting the adult and student community to look to Christ through the lens of our Franciscan Charism and values and to share in the mission of the Franciscan Brothers.

Specific Objectives

Planning and coordinating all Liturgies.

Developing and implementing a retreat program.

Training students to take a leadership role in religious activities.

Instructing and preparing students to serve as lectors and ministers of the Eucharist.

Meeting with students in individual and small group conferences to discuss their religious needs, and to render whatever spiritual direction may be necessary.

Assisting the Theology teachers in the area of Religious Activities.

Initiating a Christian Service Program to involve students in service to the local community as well as the St. Anthony's community.

In the absence of a chaplain, making contact with priests who will be able to assist the school sacramentally and liturgically.

CHAPLAIN

All of the activities and responsibilities of the Chaplain are under the direction of the Director of Campus Ministry.

The duties and responsibilities of the Chaplain include:

Tending to the liturgical needs of the students, faculty and staff.

Celebrating daily Mass for the school community.

Providing for the Sacrament of Penance.

Asking the assistance of faculty members in planning liturgies.

Keeping the school's liturgical supplies in good order.

Providing other appropriate religious experiences.

Assisting with Retreat Programs.

Training Altar Servers and coordinating young men interested in the priesthood.

DIRECTOR OF RETREATS

The Director of Retreats reports to the Director of Campus Ministry and works in conjunction with the Assistant Director of Retreats and is responsible for:

Overseeing the Retreat Program

Coordinating the Freshman, Sophomore, Junior & Senior Retreats

Supervising the Freshman, Sophomore Junior & Senior Retreats

Moderating Kolbe Society & Clare Society

Assisting with other liturgical events for the school community

Coordinating the annual Faculty-Staff Retreat in conjunction with Administration & St. Francis Prep

Maintaining a budget for the Retreat Program

Submitting calendar dates for the Retreat Program

DIRECTOR OF DEVELOPMENT

The Director of Development reports to the Principal and is responsible to:

Provide leadership for a comprehensive development program that promotes the awareness, understanding, and support for the goals and objectives of St. Anthony's High School.

Coordinate all fundraising efforts and external relations programs and activities.

Increase private gifts from alumni, parents, friends, businesses and foundations. In this capacity, also responsible for policies and guidelines to insure fiscal integrity in accordance with the annual audit.

Plan and manage the Threshold of Hope Capital Campaign.

Serve as a spokesman and advisor to the Principal along with the Director of Public Relations on public affairs matters regarding governmental and community relations in an effort to foster public support and maintain positive and cooperative relationships.

Work with the Director of Alumni in managing and maintaining the alumni database.

Work with the Director of Alumni to establish fund-raising objectives and plan alumni giving programs and activities.

Create, collaborate and oversee the areas of development materials, bi-annual newsletters, brochures, e-blasts, school newspaper inserts, website development link and on-line giving.

Collaborate on the production of *Friar Focus* — the Development/Alumni Magazine.

Manage the following programs and events: Annual Funds, St. Anthony's Black & Gold Gala, Concert, Fashion Show, St. Anthony's Golf Classic, Black & Gold Alumni Golf Outing, Athletic Sponsorships, Black & Gold Club and the Principal's Dinner.

LIBRARY MEDIA CENTER DIRECTOR

The Director of the Library Media Center has responsibility for the Library and its use by faculty and students in accordance with general school regulations. The Library will serve the established aims of the total educational program. Reports to the Dean of Faculty.

Duties and responsibilities include the following:

Ensure Library Media Center is aligned with mission statement, goals and objectives.

Enact procedures and policies that create an environment conducive to reading and quiet study as well as for collaboration, research, and learning.

Engage in collaborative planning with faculty members and students to maintain a balanced, relevant, and focused collection of materials in all formats, supporting and enhancing curricula while meeting the interest and needs of both students and staff.

Support use of instructional technology and remain current with library technology.

Maintain active memberships in professional organizations for further development as well as maintaining resources through state and local library networks.

Provide students and staff with information on ethical use of information and materials.

Establish policy and procedure for faculty and students in the circulation of library material.

Supervise staff and volunteers.

Supervise Tutoring Center.

Encourage students to be inquisitive and foster a love of reading.

DIRECTOR OF INFORMATION SYSTEMS

The Director of Information Systems reports to the Assistant Principal/Student Activities and is responsible for the school's computer equipment and their use by administration, staff, faculty, and students in accordance with general school regulations. Assisted by an Information Technician, the Director's duties include the following:

Maintaining and enhancing the functionality of the school's computers and its information networks.

Maintaining security of the school's computers and its information networks.

Further development of the school's computers and information networks by acquiring, creating, and implementing new hardware and software solutions.

Further utilization of the school's computers and information networks by organizing data and maintaining access privileges.

Further development of computer integration into the school by assisting the faculty, staff, and administration in training, consultation on trends and products and access to necessary resources.

Oversee the functionality and integrity of hardwire and Wifi Network.

Supervise the maintenance and repair of computer and electronic equipment in the school.
Have a full understanding of platforms including, but not limited to: InDesign, FileMaker, Microsoft Office.
Administering the school's Information System.
Overseeing the Network's operation.
Purchasing new equipment with the Assistant Principal/Student Activities and the Treasurer's permission.
Maintaining security of data on the File Servers.
Contracting service for the network and school information system.
Responsible to computer users for problems they encounter in using the school's computers.
Oversee the members of the Information Systems Department.
Preparing a yearly Information Systems Budget that anticipates future needs with the approval of the Treasurer.

As the position evolves over the years, there would be new challenges and future responsibilities.

DIRECTOR OF MAINTENANCE & PHYSICAL PLANT (BUILDING SUPERINTENDENT)

The Director of Maintenance & Physical Plant reports to the Principal and is responsible for the entire plant, including athletic fields. He alone directs the work of the maintenance department and janitorial services. The Director is in charge of the safety of the property during and after school hours. Faculty and Staff are required to submit work requests to the Director. The Director, in turn, will delegate a member of his staff to complete the request.

DIRECTOR OF SCHEDULING

The Director of Scheduling works under the immediate direction of the Dean of Faculty/Director of Studies. Assisted by a secretary, she is responsible for the following:

Student Scheduling. This position includes determining the Master Schedule:

- Constructing the Course Selection Booklet, in cooperation with the Director of Studies.
- Creating forms for Student Course Requests (i.e. Registration, Drop/Add, Honors & AP Applications).
- Collecting and calculating the number of students requesting courses.
- Reporting course totals to the Director of Studies and Academic Chairmen and Chairwomen.
- Validating course requests submitted by students and parents.
- Entering the course requests, teacher assignments, student schedules, classroom utilization in the school's computer-based information system.
- Executing special teacher assignments, classroom locations and duties put forth by the Administration.
- Resolving conflicts which emerge between the schedules and the requests made by the students.
- Finalizing the master course schedule for approval by the Director of Studies.
- Constructing the textbook list for school districts, in cooperation with the Registrar.
- Disseminating schedules to students and schedules to teachers in September.
- Assigning student population to grade homerooms, in cooperation with the Deans of Discipline.
- Solving issues which arise at the start of the school year with schedules.
- Responding to changes in the schedules requested by Director of Studies and Academic Chairpersons.
- Will ensure the full functioning schedule implementation for each September.

Special Scheduling. This includes requests of the Administration for significant functions during the school year:

Teacher proctoring schedules and classroom assignments for the PSAT in October.

Final Exam/Regents Teacher Proctoring Schedule and classroom assignments in June.

Teacher schedules and classroom utilization for special event and assembly schedules.

Create custom schedules (i.e. Drills, Masses, Assemblies, etc.) based on the requests of Administration throughout the year.

Other Duties. At the request of Administration:

Responsible for maintaining the weighting and GPA factor for courses.

Providing mailing labels.

Printing hard copies of student records.

Printing hard copies of transcripts and report cards.

Determining rank in class and student failures, in cooperation with the Academic Dean and Registrar.

Other reports as requested by the Administration.

As the position evolves over the years, there would be new challenges and future responsibilities.

DIRECTOR OF WEBSITE AND SOCIAL MEDIA

The Director of Website reports to the Director of Communications and is responsible for the constant maintenance and updates as related to the SAHS Website and Social Media.

The Directors's duties include:

Functioning as the Website Administrator, thus the sole conduit for website maintenance and updates.

Networking with the Director of Communications to acquire current pictures for the website.

Proactively updating the school website with dates, information, pictures, content, pages, etc. by seeking out the Administration and pertinent administrative offices for content, following a calendar meeting.

Ensuring that the quality of content for the website and the relevance of information is up-to-date.

Creating announcements to be disseminated to faculty, students, and parents over *Twitter* or other current application(s).

Posting emergency announcements on all available social media and the website, as prescribed by the Assistant Principal/Student Activities.

Updating the St. Anthony's official *Twitter* page with news, information, pictures, etc. at the direction of the Assistant Principals, Directors, Academic Chairmen and Chairwomen, and the Nurses' Office.

Monitoring rogue and unofficial media accounts, such as *Facebook* and *Twitter*.

Assessing new technologies that could enhance the website and communication, for example *Instagram*.

As the position evolves over the years, there would be new challenges and future responsibilities.

DIRECTOR OF COMMUNICATIONS

The Director of Communications reports to the Principal and is responsible for reporting and promoting a positive image of St. Anthony's High School. Responsibilities include:

- Providing a constant stream of photographs and captions to local news media.

- Preparing written press releases as necessary.

- Proactively "pitching" stories to reporters, editors, producers and columnists (with prior approval of administration).

- Evaluating incoming media requests and responding in an appropriate manner, including escorting news media on campus.

- Managing relationships with the news media, including developing opportunities to highlight St. Anthony's and its programs, faculty and students.

- Developing and maintaining knowledge of the programs run by the school.

- Joining with the Directors of Alumni, Admissions and Development in order to further promote St. Anthony's.

Other duties as assigned.

As this position evolves over the years, there would be new challenges and future responsibilities.

REGISTRAR

The Registrar is responsible for procedures dealing with student records, student grades, examinations, and reports. The Registrar works under the supervision of the Dean of Faculty & Director of Studies in preparing various reports and questionnaires required by the State Education Department. The Registrar's duties and responsibilities include the following:

- Keeping the official register of the student population.

- In cooperation with the Dean of Faculty and Director of Scheduling, preparing check lists for the efficient control of quarterly and final grades received from teachers.

- Preparing a master list of all students with final grade failures, and processing all summer school grades.

- Maintaining and safeguarding the permanent record cards for present students and alumni.

- Accumulating and reporting statistics of Regents Examinations to the State Education Department under the signature of the Principal.

- Examining the transcripts of transfer students after acceptance into the school and preparing such transcripts for our permanent records.

- In cooperation with the Dean of Faculty, determining those students who will be entitled to Regents diplomas prior to the issuance of any local diplomas.

- Coordinating with the various school districts the required textbooks for students at St. Anthony's.

STUDENT CENTER DIRECTOR

The Director of the Student Center will report directly to the Principal of St. Anthony's High School.

The Director will assist with professional duties consisting of, but not limited to: planning, developing, coordinating and implementing programs, schedules and events in the Student Center and if necessary in the existing building.

The Director will be responsible for implementing and developing policies to ensure the effective and efficient operational and financial management of the Student Center as well as being the primary contact for department staff and outside groups for all event related issues.

The Student Center Director will consult, as the need arises, with: the Director of Athletics, Administrative Assistant to the Principal, Treasurer, Director of Development, and the Director of Student Activities.

The Director will supervise the condition of the facility including set-ups and breakdowns of equipment and resources.

The Director will assist with the marketing and promotion of the facility including potential outside rental to appropriate groups.

As a direct mandate from the Principal, the Director will ensure a viable and active Intramural Program in the Student Center.

PROCEDURES AND INFORMATION

Absence Pass

Students who have been absent are required to have an Absence Pass. When a student has been absent, each of the student's teachers must check the pass issued by the Attendance Office upon the return of the student to school.

Academic Classroom Policy

The most important duty of the subject teacher (or substitute) is to make sure that the time in class is used exclusively for the transfer of knowledge in the particular discipline. Teachers may not dismiss an individual student from class. Additionally, a class may never be dismissed early without the permission of the Department Chair or the Academic Dean.

Accident Procedure

- Notify Nurses' Office immediately.
- Primary responsibility is to render minimal first aid to student and contact parent or designated alternate as soon as possible.
- Students injured in after-school activities are the responsibility of those supervising the activity.
- A doctor's note is required for the student to return to school if an injury was sustained.

NOTIFY PARENT AT ONCE. IF A PARENT IS NOT AVAILABLE, NOTIFY PARENT SUBSTITUTE OR PRIVATE PHYSICIAN LISTED ON HEALTH FORM.

If Police or Ambulance are needed, Dial 911.

CAUTION: GIVE ONLY NECESSARY FIRST AID:

1. Restore breathing.
2. Control hemorrhage
3. Move injured part as little as possible.
4. Treat shock — keep patient warm.

AED Information

St. Anthony's has installed nine Automated External Defibrillators (AED's) throughout the Campus in case of a medical cardiac emergency.

These devices have been positioned in the following locations:

1. Nurses' Office—First Floor
2. First Floor Elevator Corridor
3. Third Floor Elevator Corridor
4. Auditorium Lobby
5. Student Center—Physical Therapy Suite
6. Student Center—Main Lobby
7. Student Center—Strength and Conditioning Room
8. Travel AED in Physical Therapy Suite
9. Travel AED in Nurses' Office

If you have any questions or concerns please contact Mr. Christopher Nuccio in the Foreign Language Department.

Announcements

Daily announcements are published and delivered to each homeroom every day. Homeroom teachers are responsible for reading these announcements to their homeroom. To enter an announcement, a faculty member must submit to the Assistant Principal for Student Activities the text of the announcement the day prior to publication and no later than 1:30 P.M.

Anti-Bias Policy

St. Anthony's High School conforms itself to Jesus Christ, Sacred Scriptures and the Catechism of the Roman Catholic Church and will not tolerate acts of hate, illegal discrimination or harassment by any members of the St. Anthony's Community, including faculty, staff, employees and students. Such acts include any hostile behavior based upon race, color, national origin, age, ancestry, gender, sexual preference, religion, personal beliefs, physical or mental condition or disability or any other constitutionally protected status. Anyone determined to have committed such acts will be subject to disciplinary action, severe punishment, including expulsion.

Assemblies

Assembly programs are planned by the Director of Studies after consultation with Campus Ministry or Academic Council and the Director of Student Activities. Faculty members must sit among the students and must actively supervise during the entire assembly program.

Attendance

The New York State Education Department has imposed significant responsibilities on parents, students, and schools. It is the responsibility of the parent to be certain that a student has an excellent attendance records. Parents should not excuse their child from attending school. Parents should not plan or allow their child to plan activities, jobs, vacations or Senior college visits that interfere with the Academic Calendar Year. **Honesty in reporting absences is extremely important.**

The State Education Department states that absences are considered legal or lawful. **Legal absences** include sickness of the student, serious sickness in the family or death in the family, weather conditions, court appearances, attendance at a health clinic.... **Unlawful detention** occurs when a pupil is absent with the knowledge and consent of the parent for other than legal reasons, such as visiting, vacation, shopping, needed at home, work, overslept, etc. A student whose parents expect him/her to be present in school, and who does not attend for other than lawful reasons, is **truant**. **A notation will be made on the student's absence pass from the Attendance Office indicating (L) legal absence or (U) unlawful detention.**

Absenteeism and/or lateness disrupts the continuity that the instructional process demands. Time lost is irretrievable, especially as it applies to the interaction and ideas exchanged among students and teachers. Classroom attendance is considered an integral part of the student's course of study. There exists a strong relationship between good attendance and academic achievement.

Students should be present every day of the school year. The following policy will be followed as a means of having students accept a level of accountability for their attendance; students learn reliability and responsibility through experience.

A Doctor's verification for excessive absence of five or more consecutive days must be presented on the return to school. If the absence exceeds more than these five consecutive days, a letter from the doctor must be submitted indicating the approximate date when the student will be returning to school. If necessary, a Medical Excuse Grade (ME) will be given for those students whose excessive absences have been verified by the doctor's letter. Assignments and verification of achievement from Home-Instruction will be required for a regular grade to be given. Verification of Home-Instruction must be received from the District at the beginning of the instruction. Otherwise, an Incomplete will be given with the expectation that the work and assignments must be submitted for a grade to be given; a reasonable period of time will be established by the teacher and the Academic Dean for all work and assignments to be completed and submitted. Failure to complete the required assignments will result in a failing grade for the quarter in the courses affected.

If a student accumulates 8 absences over the course of a single marking period in a particular course (which included late arrivals and early dismissals that result in missing a particular class), a failing grade of 65% will automatically be imposed for any reason other than school-approved activities, a funeral for a family member, hospitalization or illness, which is documented by a doctor's note submitted upon return to school (**not submitted at a later date**). St. Anthony's High School reserves the right to withhold course credit from this student.

All absence and lateness becomes part of a student's permanent record, and therefore, may have serious implications for the future. The Deans monitor lateness and absence on a regular basis, and will contact parents/guardians regarding an excessive occurrence of either.

Teachers DO NOT "fail" students for excessive absences; this policy is carried out by the Administration. Students designated as medically excused, on home instruction, or who are excused by the Dean of Faculty/Director of Studies are exempt from this policy.

All assignments should be posted on the Friar Portal. Special requests for assignments from a parent should be sent to the Academic Counselor by the date requested. Assignments completed and returned will be given to the individual teacher.

Any attendance issue must be rectified within 72 hours of the posting of grades for the marking period. Any student who received a grade of 65, as per the school attendance policy, will retain that grade after the 72-hour window is closed

Home Instruction Procedures

The names of students placed on Home Instruction should be given to the Office of the Academic Dean and the Assistant to the Academic Dean. Verification from the Home Instructor and/or the local school district must be obtained. The Office of the Academic Dean will notify both the Attendance Office and the individual teachers when the student has been placed on Home Instruction, indicating the starting date for Home Instruction. The Attendance Office will notify the Assistant to the Academic Dean when the student has returned to school. When Home Instruction is complete, this will be noted and communicated with both Attendance and the individual teachers.

Assignments: The Office of the Assistant to the Academic Dean will request guidelines for instruction, assignments, testing requirements, etc. from the individual teachers. It is imperative that this is given to the Assistant to the Academic Dean by the date requested. When completed assignments, tests, etc. are received from the Home Instruction Agency/students, it will be given to the individual teacher to be graded if necessary.

Grades: The individual teacher will use the grades from the Home Instruction along with grades from the actual class in determining the grade for the marking period. Consultation should be made with the Academic Dean in determining the grade for the marking period.

Class Attendance

Teachers will record the class attendance through the Friar Portal during each period throughout the day.

Friar Bookstore

The Friar Bookstore is located in the Activities Wing. All textbooks which are not supplied by New York State are handled through the Friar Bookstore. The Director of the Friar Bookstore will accept orders for books or any other items only from the Chairmen and Chairwomen of the Departments, or Directors of school programs.

Bulletin Boards Academic Display Cases

The Assistant Principal for Student Activities is responsible for designating the use of bulletin boards throughout the school and for allocating the use of showcases. Teachers are encouraged to utilize these bulletin boards and academic display cases. Decorative materials may be obtained from the Student Activities Office. Faculty may reserve a bulletin board or academic display case through the Student Activities Office.

Collection of Money

No collection of money for any purpose is permitted without the expressed permission of the Principal. All money collected for authorized activities (trips, periodicals, ticket sales, etc.) should be deposited promptly with the Treasurer of the School. This includes proms, rings, etc. All school bills are to be paid by the Treasurer with a school check. No monies are to be kept anywhere in the building except in the Treasurer's Office. When concerts, school plays, athletic games, etc. are held, an accurate account of tickets sold and expenses incurred is to be kept and given to the Treasurer. All instructional items should be sold through the Friar Bookstore.

Damaged Property and Equipment

1. If there is any damage in a classroom (broken window, broken shade, broken desk, etc.), the teacher is asked to fill out the "Maintenance Department Repair/Work Request Form." These may be found in the General Office, and they should be returned there when filled out. Please bring any immediate problem to the attention of the Director of the Physical Plant & Maintenance or to the Principal.
2. All work requests are to be done through the forms provided in the General Office. No teacher or administrator is to ask any member of the maintenance staff to perform any task.

Data Display Board

The Data Display Board is located in the Cafeteria. This is the means of communicating routine information, dates, times and locations of meetings, club standings, outstanding accomplishments, etc. Information to be posted should be signed into the Data Display log, located in the General Office, by 1:00 P.M. on the day prior to the announcement. Coaches and moderators should instruct their members to check the Data Display for information and directions. From the information gathered for the Data Display Board, a homeroom fact sheet is published and distributed each day.

Discipline

The prudent teacher is more concerned about preventing the development of discipline problems than about providing remedies after they have developed. Preventive discipline implies thorough preparation of lessons to meet the academic challenge presented daily by the students and the course. Grades may not be used for disciplinary reasons. A respectful attitude and a keen eye by the teacher also lends to a well-disciplined classroom environment.

To be a good disciplinarian, neither a martinet nor an intimate friend, but an adult with whom pupils can work effectively, one should begin with a genuine regard and concern for each student and an understanding of the ways in which students are alike and unique.

Drug and Alcohol Policy

It is the policy of St. Anthony's High School to maintain an environment free of drug and alcohol abuse, and to comply with all laws and regulations that prohibit or otherwise control the manufacture, sale, distribution, use, and possession of drugs and alcohol. St. Anthony's will not shield from action by civil authorities any employee, student, or faculty member involved in the provision, merchandising, possession, or consumption of illegal drugs. The possession and/or consumption of alcohol on school property by anyone under the age of 21 years is expressly prohibited.

Drugs: The use and/or possession of illegal substances (such as steroids, marijuana, etc.), or drug paraphernalia by a St. Anthony's student on or near the school property, in transit, or at any school event is strictly forbidden. Please note that the unauthorized use of prescription drugs constitutes illegal drug use. Failure to observe this regulation will subject the student to severe punishment, even expulsion.

The presence of any St. Anthony's student in any narcotic or drugged state at any school activity or event on or off campus is forbidden. Failure to observe this regulation will subject the student to severe punishment, even expulsion.

Any student involved with the use and/or possession of illegal substances at any time off school property is subject to disciplinary action including expulsion.

St. Anthony's reserves the right to require the testing of any student who is suspected of using or being under the influence of any illegal substance. Additionally, the school may conduct random drug testing at any time.

Alcohol: The use and/or possession of alcoholic beverages by a St. Anthony's student on or near school property, in transit, or at any school event is strictly forbidden. The presence of any St. Anthony's student in any state of intoxication at any school activity on or off campus is strictly forbidden. Failure to observe these regulations will subject the student to disciplinary action including expulsion.

If the school becomes aware of or suspects a student has an alcohol and/or substance abuse problem outside of school, the school may require the student to enroll in an assistance program. Refusal to comply with the requirement of enrolling in a substance abuse program may result in expulsion.

The use and/or possession of drugs, paraphernalia, alcohol, or any illegal substance deemed inappropriate for students is also forbidden for faculty and staff.

Faculty Absence

Faculty members who are to be absent or late are asked to call their immediate supervisor, who will arrange for their class substitution, Homeroom substitution, and supervisory duties. The Chairman or Chairwoman is to inform the Dean of Faculty of a teacher's absence, and must also inform the Dean of Students of all supervisory duties not able to be covered. Accurate faculty attendance records are very important for possible future reference.

Faculty Concerns Committee

The Faculty Concerns Committee is a representative and elected body of the Faculty which meets as a Committee and, at other times with the Principal, to discuss matters and issues that are brought to the Committee by the Faculty.

Faculty Dress Code

Each faculty member serves as an adult role model for the student body. For this reason, the behavior and attire of each faculty member should always serve as a positive example for the students. Faculty members are expected to dress in a professional manner during every school day, including the final examination period and Regents week. Faculty members should not wear attire prohibited for students.

Faculty Hours

All faculty must sign in at the General Office by 8:00 A.M., including those who are not scheduled for a first period. All faculty are required to check their mailbox in the General Office for any communications or announcements that might concern them during the day. Teachers with a first period class should be in their classrooms by 8:15 A.M. Teachers are asked to remain in the building until 2:45 P.M. If a teacher is free last period, permission to leave early should be received from the Chairperson. All teachers are expected to be present for all days scheduled on the school calendar, including each day of proctoring for standardized testing, school exams, Regents Exams, etc.

Faculty Lounge

The Faculty Lounge has been reserved for the privacy of the faculty and staff. Faculty members are requested not to invite students into this room. The cleanliness and good order of the lounge is the responsibility of the faculty. Please keep this area as neat and clean as possible for the general comfort of the entire faculty.

Faculty Parking

The faculty and staff may park their vehicles in the front two rows of the North side parking lot. This area has been designated for faculty and staff use. All faculty and staff must register their vehicles with the appropriate Dean responsible for the parking permits.

Faculty Participation

All faculty at St. Anthony's High School are strongly encouraged to attend Open House, Registration, Academic Award Ceremonies, NHS Induction, Dances and Class Nights. All faculty are expected to attend Parent Meet the Teacher Nights, Parent Teacher Interviews, Graduation Mass and Commencement Exercises.

Faculty Supervision

“AREAS OF SUPERVISION”

1. “Cafeteria” (See map on the following page.)

The Cafeteria supervisor is responsible for the orderly running of the cafeteria. The supervisor will see that students do not sit on tables or engage in any activities which would demonstrate a lack of courtesy, good manners, respect for school regulations, and public safety. Fifteen minutes before the end of the period, the supervisor will request students to dispose of lunch bags, etc. No food is to be taken out of the cafeteria.

Please note that the cafeteria is divided into four (4) areas. Supervisors are assigned to one of the four designated areas. A fifth supervisor will be assigned during lunch periods which have a heavy volume of students.

During their lunch periods, students may go to the Friar Bookstore, and lavatories. The following areas are out of bounds:

1. Hallway between gymnasium and cafeteria.
2. Hallway between gymnasium and auditorium.
3. Room 150 corridor.
4. Student Center corridors.

Cafeteria Supervision

Those faculty members who are assigned to supervise the cafeteria are asked to perform the following tasks and responsibilities:

1. Do not be late.
2. Supervise the area that you have been given.
3. Do not read newspapers, mark papers, socialize with students, etc. Your immediate responsibility is to supervise the cafeteria.
4. Walk around your designated areas and ask the students to clean up after themselves by placing their garbage in the garbage containers.

2. “Dawn Patrol Cafeteria Supervision” (7:45 A.M.–8:20 A.M.)

The Cafeteria supervisor is responsible for the orderly running of the cafeteria. The supervisor should make sure that students do not sit on tables or engage in any activities which would demonstrate a lack of courtesy, good manners, respect for school regulations, and public safety. Supervisors must always be visible, and should be responsible for periodically checking the boys’ and girls’ lavatories outside the cafeteria.

3. Student Center Supervisor (7:40 A.M.–8:15 A.M.)

Concourse & 1st Floor

The supervisor is responsible for good order around the area of the halls and locker rooms. The supervisor is responsible for making periodic checks in the boys’ and girls’ lavatories.

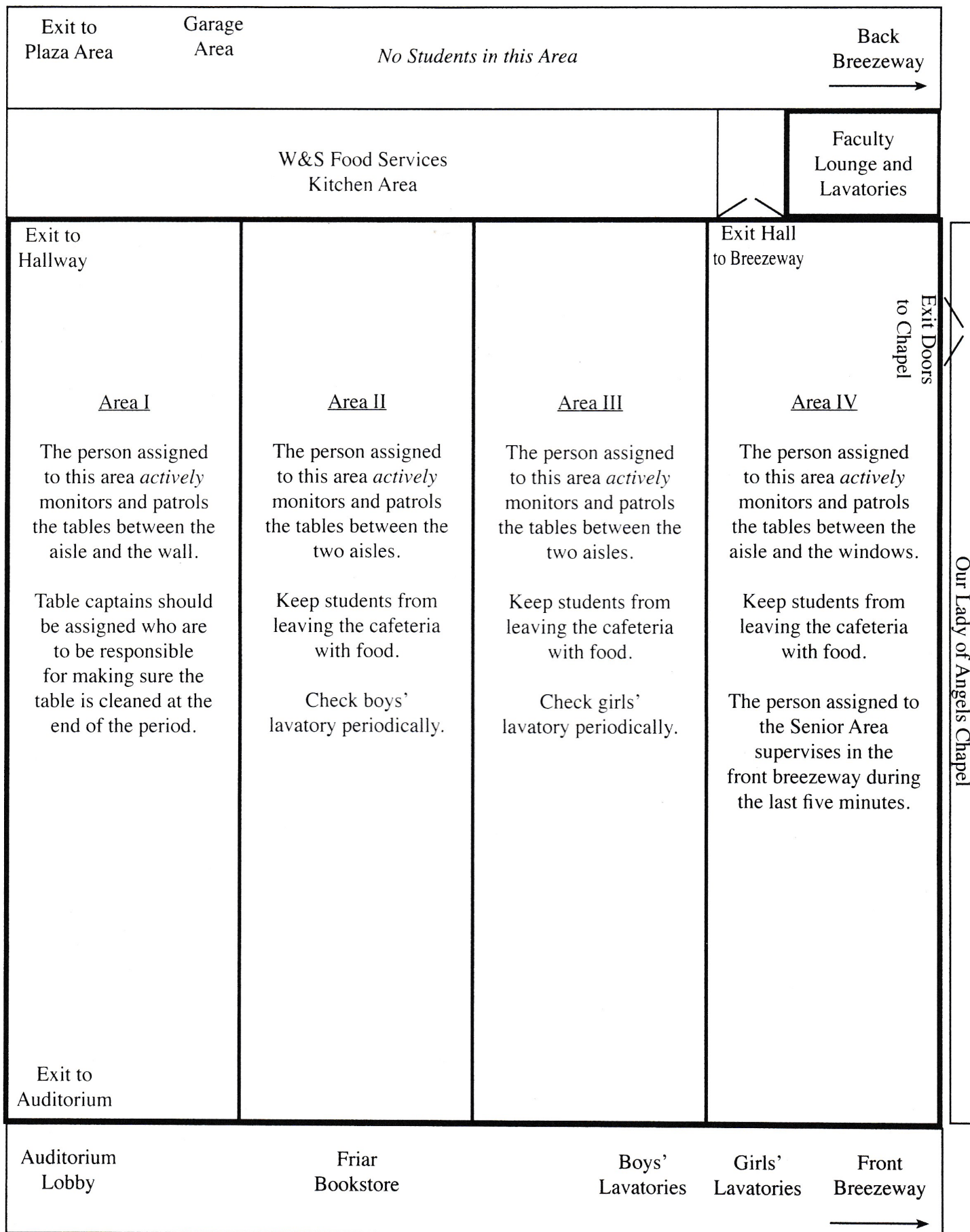
4. “Dawn Patrol Parking Lot Supervision” (7:00 A.M.–8:20 A.M.)

The parking lot supervisor is responsible for assuring that good order is maintained by students exiting buses and entering the school building. Also, the supervisor is to discourage loitering in parked cars.

5. “Hall Supervision” (Academic Wing)

No student is permitted in the academic wing during classes, except that a student may go to the following areas if the student has a pass indicating time of arrival and time of departure.

- | | | |
|-----------------------------|-----------------------------|-----------------------|
| 1. Guidance | 4. Library (No Pass) | 7. Registrar |
| 2. Chaplain’s Office | 5. Department Offices | 8. Development Office |
| 3. Campus Minister’s Office | 6. General Office (No Pass) | 9. Admissions Office |



6. “Attendance Office Hall Duty” (Exit 5)

Responsible for the first floor hallway and stairway and boys’ lavatory. Only students with proper pass may go to designated areas.

7. “Nurses’ Office Hall Duty” (Exit 4)

Responsible for the first floor hallway and stairway. During class periods, all student traffic to and from the first floor is restricted to this stairway. Responsible for girls’ lavatory. Only students with proper pass may go to designated areas. 8. “Student Center” Supervisions

8. “Student Center” Supervisions

Concourse—Responsible for Concourse level.

Main Floor—Responsible for the first floor of Student Center.

9. Hall Supervision

Teachers supervising Nurse and Attendance Halls should always greet visitors and offer assistance so that the visitor can be directed properly. Anyone seeing a visitor in the building, be it a graduate, parent, etc. should freely question their presence in a respectful manner.

Final Grades

Any student who does not achieve a 75% has failed the course. Teachers should make every attempt not to fail a student for the year with a grade of 74%. A student who is in danger of failing a course with a 74% and, who in justice and with good reason ought to fail the course, must have a final grade below 72.5% (90%—four quarters 10% of final exam). In these cases, consultation with the Academic Dean is highly recommended. No final grade is to be lower than the final average as noted above. Final grades may be higher than the arithmetical average.

Academic Warnings are posted on the Friar Portal for a student who is deficient in the course for the marking period; deficiency based on the following, but not limited to: failing the course, borderline grades, missing assignments, frequent lateness for the class, frequent absences, not meeting potential...etc. The dates for the Academic Warnings are indicated on the school calendar. The teacher is required to contact the parent after the Final Exam and/or the Regents Exam if the student will fail the course. This must be done as soon as the teacher tabulates the grades and before the report cards are posted on the Friar Portal. This procedure applied to half year courses in January and June as well as full year courses in June.

Teachers and administrators rarely, if ever, encounter difficulties with parents concerning failures when ongoing communication has occurred between the teacher and the home.

Fire Drills and Emergencies

In order to avoid confusion and carelessness, ALL FIRE DRILL SIGNALS MUST BE ANSWERED BY ALL IN THE BUILDING IN A SERIOUS, ORDERLY, AND PROMPT MANNER. An announcement over the P.A. system will indicate the only time a fire drill signal is to be ignored.

Faculty members are not to tolerate talking, laughing, etc. at any time during the drill. Please be aware of the evacuation procedure for all areas of the campus, particularly of the procedures for classrooms in which the faculty member teaches. Faculty are asked to review these procedures with each of their classes.

Students are always to follow the faculty member. This will ensure the presence of a faculty member to make a decision regarding a change in the evacuation procedure, if this becomes necessary.

Each faculty member is asked to appoint one student in each class to be the last student to leave the room. This student is to make sure that all students have exited the room and the doors are closed. The student should report this information to the teacher in the course of the drill.

Teachers are always to carry their printed class lists with them during drills. Faculty members not in class during a drill are to assist in the general evacuation of the building. Faculty members who are in the Faculty Room when a drill begins are asked to supervise the student dining room and West Campus during the evacuation. The end of the drill will be signaled by the P.A. announcement.

“Evacuation Procedures”

Extreme care must be exercised to be sure that lavatory areas are cleared of students.

Please be mindful of the following procedures:

Except for instructions issued by supervising teachers, all students, office and kitchen personnel should observe strict silence and obey all instructions.

Teachers and students descending from the second floor shall form in line, two abreast, on outer side of stairways and remain two abreast while on stairways and while passing through exit doors.

Teachers and students descending from third floor shall form in line, two abreast, on inner side of stairways and remain two abreast while on stairways and while passing through exit doors.

Teachers, students, office and kitchen personnel shall proceed 200 feet beyond the building and roadways to allow emergency and fire apparatus to approach without hindrance.

Teachers, students, office and kitchen personnel shall comply with fire exit directions posted in cafeteria, gymnasium, auditorium, lounge, chapel, or dining areas, in the event the fire alarm sounds.

In the event the fire alarm sounds during a change of periods, teachers present in any area shall supervise students, directing them to the nearest exit or stairway. These teachers shall also make evacuation checks of classrooms and lavatories.

Teachers shall take a count of students in their class after vacating the building and promptly notify authorities of any missing student(s).

Selected faculty are assigned to specific stations to direct the rapid evacuation of the building during drills.

After emergency or fire drill, teachers, students, office and kitchen personnel shall return to the building in the same orderly manner as used in exiting.

In the event there is a temporarily handicapped student, please assign a student to walk with this student. For students who are permanently handicapped, please advise the school nurse who will assist with evacuation.

Maintenance and custodial staff shall proceed with all possible speed to location coded by fire alarm and take necessary steps to locate and confine fire or emergency in the following manner:

Man assigned shall make certain that alarm has been transmitted to fire department or proper authorities, and await their arrival in order to direct them to the appropriate location.

All other men shall pick up fire extinguishers in route to location to supplement extinguishers in affected area.

Men shall operate under the direction of the Building Superintendent during school hours and under direction of the Maintenance Foreman after 4:00 P.M.

On arrival of fire or emergency authorities, all available faculty shall make themselves available to fire or emergency authorities.

School Emergency Procedures

St. Anthony's conducts the following School Emergency Procedures:

- 1) Fire Drill — where the building is evacuated and lined up on the fields immediately surrounding the building.
- 2) Lock Down — where minimally all classroom doors are locked each period. Students are not allowed out to bathrooms or offices during class time. All outdoor activity is suspended.
- 3) Sheltering — where each wing of classrooms is escorted to the nearest interior hallway and students are seated on the floor in straight lines along the walls away from any potential flying glass in the event of any threat as simple as a truck fire along Pigeon Hill Road or as serious as an impending weather or national emergency.
- 4) Evacuation — where the building is evacuated either to the Student Center or Cy Donnelly Field and seated in the hallways, indoor field or outdoor stadium bleachers allowing emergency vehicles access to the building and/or the fields.
- 5) Door Security — all students are reminded to stay away from locked doors and not to admit anyone into the building as Brother Gary has directed from the first day of school.

Visitors

All visitors who enter our building must do so through the chapel entrance only. Visitors will be required to sign in at the Security Desk and must present a valid photo I.D. or they will be refused entry. No visitors are permitted to spend an extended period of time in our school building before, during or after school hours. All visitors who are appropriately dressed will be given a pass, which must be worn on the outermost garment and must be visible at all times. Passes must be returned to the security desk at the conclusion of the visit.

Deliveries are to be made to the garage (Custodial Area) in the rear of the building. Direct all delivery personnel to the Garage and the custodial staff will accept all items. *This includes **all** flowers, birthday wishes and special deliveries.*

Emergency School Closing

All Faculty/Staff will be emailed.

This information can be obtained from:

St. Anthony's High School Website

www.stanthonyshs.org;

St. Anthony's High School Switchboard

631.271.2020;

or the following media outlets:

News 12 Long Island

Funeral Masses (or other similar denominational services)

Those members of the Faculty who would like to attend a Funeral Mass or other similar denominational service must seek the permission of the Department Chairperson. All classes and supervisory periods must be covered for the day.

Special needs and circumstances should be brought to the attention of the Dean of Faculty by the Department Chairperson.

General Office

The General Office is open for business from 7:45 A.M. until 4:00 P.M. on school days.

Faculty supplies are supplied by the Department Chair. School stationery may be obtained from the General Office.

When a faculty member needs materials duplicated, fill out a requisition form in the General Office. All requests for copying are to be made through one of the secretaries. Allow two school days for all requests. The completed work may be picked up in the General Office. Faculty members are not to use the photocopy machine in the General Office.

Semester course materials must be reproduced one semester in advance of the course, whenever possible. Permission should always be obtained from copyright owners for the reprinting of books and materials.

The cooperation of the faculty with regard to these General Office procedures will aid in the efficient and effective running of the school.

Guidance Services

The Guidance Department is an integral part of the school community. Its function is to work with the students, parents, faculty, and administrators.

The services offered by the Guidance Department are:

- Individual counseling.
- Guidance groups for Freshmen, Sophomore, Juniors, and Seniors.
- Occupational, career, and college counseling.
- Testing (vocational interest, PSAT, College Boards, etc.).
- Psychological services, including psychologist, speech therapist, social worker, and services for the handicapped.

Each student has an assigned counselor, and this is established on the basis of the Freshman Guidance group; the counselor remains the same during the four years. The school's Student Data Base will indicate a student's counselor.

The counselors are available to speak with students, parents, and teachers at any time. The students are sent for and are to be excused with a Guidance Excuse Pass only. When leaving the Guidance Center, the time will be recorded on the pass which is returned to the teacher.

Teachers are most welcome to confer with counselors, to give and receive feedback concerning the students. Referrals to Guidance can be made by means of a note, phone call, or verbal communication. Signs that a student should be referred to the student's counselor are:

- Inappropriate emotional responses or lack of response.
- Deteriorating change in academic performance, health, self-control, work habits, etc. Lack of ability to interact at an acceptable level with peers, teachers, or parents.
- Inability to communicate effectively with fellow students or teachers.
- Personal and/or family problems which seem to be a concern to the student.

If you are uncertain whether a student should be referred, put concern for the student first and make the referral.

Student evaluation sheets are given to all juniors by their counselors to give to the teachers that each student selects to evaluate them. Their purpose is to enable the counselor to communicate to the college how the faculty sees the student as a prospective student at their institution. The forms are confidential and the information on them is not available to the students. The forms should be returned to Guidance in a timely manner.

Guidance counselors, in consultation with the Dean of Faculty & Director of Studies, assist students by advising them regarding program and course selections. Guidance is not responsible for disciplinary practices or procedures.

Good counselor/teacher relationships are necessary for an effective Guidance program. Counselors should be expected to follow up any referral and inform the teacher of the type of help to be given, with due respect for confidentiality. The counselor's major concerns are mental health, the restoring of broken communications, whether at school or in the home, academic performance, career choice, and college selection.

Nursing Services

In accordance with the New York State Education Law, physicals are required by a private physician for all 9th and 10th graders and incoming students. All students who seek to participate in a school sport must have a current physical and enroll on the Appryse System. Scoliosis screening, vision, and hearing tests will be given each year to students by the school nurse, as required by law. The teachers will be notified of health concerns of a specific student, at the parent's request. These should be regarded as privileged information.

In order to take medications during school hours, the parents must submit a written request, accompanied by a note from the family physician, indicating the frequency and dosage before the nurse can administer any medicine.

When any member of the faculty observes a student carrying or taking medicine, the faculty member should bring this to the attention of the school nurse immediately.

In case of any accident or illness, the school nurse should be notified immediately. The Nurses' Office extensions are 217 & 228. After school hours, the Athletic Trainer should be notified.

Each teacher supervising a student involved in an accident must have the student come to the Nurse's Office and fill out an accident report upon their return to school.

Hiring Procedures for New Teachers/Staff

1. All resumes received by the Principal or the Chair/Director will be given to the Dean of Faculty.
2. The Principal and the Dean of Faculty will review all resumes.
3. The resumes of those candidates who appear to have potential will be given to the Chair/Director who will then schedule the initial interview.
4. For those candidates whom the Chair/Director deems qualified, the Chair/Director will
 - (a) require the candidate to sign a permission form for the Dean of Faculty to contact *Premier InfoSource* to complete an investigation of any possible criminal record.
 - (b) contact the references as listed in the candidate's resume.
 - (c) completion of a Virtus workshop and emails.
5. The information received from the candidate's references will be reviewed by the Principal and the Dean of Faculty.
6. Those candidates deemed qualified will be interviewed individually by the Principal and the Dean of Faculty; these appointments should be made through the respective secretary. The Dean of Faculty will discuss salary issues with the candidate.
7. A conference will then be held between the Principal, the Dean of Faculty and the Chair/Director to make a decision with regard to offering a position to the candidate.
8. The Dean of Faculty will contact Premier InfoSource to complete the screening process.
9. After a review of the report from Premier InfoSource by the Principal and Dean of Faculty, the Chair/Director will inform the candidate of the final decision.
10. The Principal will send the **Letter of Appointment** as a teacher at St. Anthony's High School.

Homeroom

The efficiency of the day-to-day activities and spirit of the school depends on students having a "home" within the school. The homeroom period is scheduled every day. The length of the period is ten (10) minutes, and this may be altered when an occasion demands. The Homeroom teacher is responsible for the following:

Making sure that the students are attentive and respectful during the prayer, the Pledge of Allegiance and announcements.

Keeping an accurate attendance record for each student.*

Keeping a duplicate record of attendance in the teacher's roll book.

Maintaining an environment in which announcements and other organizational matters may be effectively and efficiently carried out.

Supervising the physical maintenance of the Homeroom by insuring that the room is clean and orderly and that all desks, windows, shades, fixtures, etc. are kept in proper repair.

Dismissing no student from Homeroom unless the student is sent for by an administrator, and then only after announcements have been read and all other Homeroom business has been conducted. Students may not be allowed in the hallways and lockers during Homeroom.

It is recommended that each Homeroom teacher get to know the students in the Homeroom. The teacher can be a catalyst for a sense of unity and belonging, and can be of great assistance to the individual student.

** Executive Board Members of the Student Council and National Honor Society will collect the attendance and deliver these to the Attendance Director.*

Homework

St. Anthony's High School uses a method of posting assignments and other announcements on the Friar Portal. Students and parents have separate screen names and passwords. Parents and students should use this tool to check for required assignments, for enrichment, activities, Academic Warnings, and Report Cards.

In the event that a student will be absent for a lengthy time period, the Friar Portal should also be checked for assignments. Additional assignments and information from the teachers can be requested through the Assistant to the Academic Dean; it is important that teachers answer these requests in the appropriate time frame.

In-School Suspension

When a student is assigned to in-school suspension, the student may be placed in a room that is used as a study. The in-school suspension means that the student is to remain in the room. Students on in-school suspension are responsible for all academic work missed.

Last Period Teacher

Before dismissing students, the last period teacher will:

- See that all trash and papers are removed from the floor and desks.
- See that the windows are closed and the shades are properly drawn.
- See that the boards are erased and that the eraser chalk are placed in the teacher's desk.
- See that the desks are properly arranged.
- See that the doors are properly locked.

Lateness

Students entering the building after the first period has begun are late. These students will be issued a late pass showing the time of arrival.

Lateness for a period should be entered in the attendance book. Continual lateness should not be tolerated.

Leave of Absence/Maternity Leave

A teacher needing a leave of absence or maternity leave should make such a request in writing to the Principal with a copy of the request given to the Dean of Faculty and the Department Chair. With a leave of absence, which constitutes a regular and full academic year, the teacher will inform the Principal, Dean of Faculty and Department Chair by April 1 of the decision to return to a teaching position at St. Anthony's. In the event that the time frame of the leave of absence does not follow the regular school calendar, a date for a decision to return to St. Anthony's will be established by the Dean of Faculty.

Library Procedures

Library Hours: 7:45 A.M. to 4:00 P.M.

Books may be borrowed from the library for a period of one month, or longer on request. All books and other materials should be signed out at the check-out desk. Current periodicals do not circulate out of the library.

Introductory lessons in library usage will be given through the English classes; review lessons and research lessons will be scheduled with teachers as needed. Faculty members are to notify the library when planning a research project. The library staff will attempt to have materials available relative to the project. Books may be put on reserve for library use only.

Requests for A.V. materials are made at least one day in advance by faculty members only. The faculty member, or a student designated by the faculty member, will come to the library to pick up requested materials and will return materials the same day.

Faculty and students enter and exit the library from the center doors only.

Observation and Evaluation of Teachers

In fulfilling the philosophy of our school, each teacher must be ready to honestly reflect on his/her performance, the ever changing abilities of our students, changing curriculums, and mandates from the government. Our performance, the time we devote to our professional development, the principles of justice, compassion, and understanding, must be constantly evaluated. Our first evaluation should be a self-evaluation which results in one's own plan for improvement and growth. The Dean of Faculty and the Departmental Chair evaluates the teacher in light of the general performance of the teacher; the goal of these evaluations is to affirm the teacher's performance and competency in conformity to the philosophy of our Catholic School and the responsibilities of all our teachers as outlined in the Faculty Handbook.

Teachers will be visited informally throughout the year. Formal observations may be made by the Dean of Faculty. The Departmental Chair will conduct a minimum of two observations each semester for each teacher with three or fewer years of experience in the school and one observation each semester for each teacher with more than three years' experience in the school. Each formal observation will result in a written report which should be reviewed with the teacher and then filed with the Dean of Faculty and the Principal. A copy should be kept by the Departmental Chair and a copy given to the teacher.

The following areas will be the focus of the observation, but not limited to them:

- Adherence to the philosophy of St. Anthony's High School and responsibilities of all teachers as outlined in the Faculty Handbook;
- Adherence to the established curriculum, how the teacher teaches to the objectives of the lesson, providing information, asking questions, designing activities and giving responses to student questions;
- How the teacher stimulates student interest and involvement in activity participation;
- The affective tone of the classroom and the lesson;
- How the teacher monitors the progress of the students and adjusts teaching as needed;
- The kinds of practice opportunities provided in class and home assignments to help the student learn a skill or concept;
- The kind and frequency of the feedback given to student;
- Professional relationship and rapport with the administration, colleagues, parents and students;
- Fulfillment of responsibilities of discipline of students within the classroom and at all supervisory obligations;
- Fulfillment of responsibilities as a Homeroom Teacher;
- Constant use of portal;
- Reporting of actual attendance each day.

At the end of each academic year, there will be a summary evaluation for each teacher. This evaluation would encompass the teacher's performance and growth, attendance, punctuality, rapport with all members of the St. Anthony's Community, record keeping, responsible fulfillment of supervisory duties, professional development and all other areas enumerated in the Faculty Handbook.

Organizations

"Alumni Association"

This organization has as its purpose the continuance of the friendships which were begun among the students during their high school years. Homecoming Football and Basketball games, annual class reunions, as well as other special events are sponsored annually by the Alumni association.

"Mothers' Guild"

In order to encourage closer cooperation among all members of students' families, the Mothers' Guild organizes and sponsors numerous social and educational activities through the school year. Through participation in these activities, parents get to experience more directly the vitality which characterizes the spirit of St. Anthony's High School.

"Fathers' Guild"

The Fathers' Guild has as its purpose the promotion of a closer spirit of cooperation among the students, fathers, and teachers at St. Anthony's High School. It seeks primarily to aid in the development of the students. Through its social activities it seeks to strengthen the relationship between the fathers and the teachers, so that they may come to a better understanding of the students.

Prayer

Teachers are expected that some form of prayer is said either by the teacher or by a student before each class.

Recording of Grades

Each teacher will enter his/her grades into the computer by the specified day. No teacher is excused from entering his/her grades by this date. The procedure for entering grades will be explained by the Technology Department as needed. Errors made by the teacher will require the completion of a "Change in Grade" form by the teacher; the Scheduling Office or the Office of the Academic Dean will make such corrections in the computer.

Campus Ministry

Communicating the Christian message is the shared responsibility of Religious Activities and the Theology Department. In the case of the Theology Department, the manner of that sharing is a decidedly academic one. In the case of Religious Activities, the manner of sharing the Message is more experiential, e.g. service programs, liturgies, retreats, etc. The academic dimension of religious formation is the charge of the Theology Department.

Although worship is provided for individual classes through the Theology Department, the Religious Activities Program is responsible for the liturgical services connected with Orientation Days, Junior Ring Day, and Commencement. Mass is celebrated on the Feast of Saint Francis, Thanksgiving, Ash Wednesday, and other occasions which may arise. Exposition of the Most Blessed Sacrament during the course of the year is scheduled jointly by the Office of Campus Ministry and the Chair of the Theology Department.

Religious Formation Program

"Academic Dimension"

The aim of the Theology Department is to transmit the teachings of the Roman Catholic Church in an academic classroom setting, and to provide an atmosphere that will lend itself to the spiritual development of the students during their high school career.

"Experiential Dimension"

The Religious Activities are coordinated by the Director of Campus Ministry, the Chaplain, and the Chair of the Theology Department.

The Religious Activities include:

- Liturgical Celebrations
- Celebration of the Sacrament of Reconciliation
- Religious Counseling
- Extraordinary Eucharistic Minister training
- Lector training
- Volunteer Programs: poor, sick, elderly
- Respect Life Ministry
- Prayer Groups
- Retreats
- Kolbe Society
- Soup Kitchens
- Altar Servers
- Music Ministry
- Special Needs Ministry
- Clare Society

Scheduling of School Activities

Moderators of clubs, societies, organizations and hobbies are to arrange with the Assistant Principal for Student Activities the day, time and location of their meetings. Triplicate forms are provided near the Administration mailbox for this purpose. Coaches must follow the same procedure if they plan on using areas on campus other than their regular designated locations. Moderators and coaches are to be in the rooms before students arrive; they are responsible to return the rooms to their original order and lock all doors.

School Trips

All trips during school hours must be approved by the Director of Studies before they are discussed with the parents and students. All extracurricular trips, tours and excursions must be approved by the Director of Student Activities.

All literature concerning trips will clearly indicate sponsorship by St. Anthony's High School as well as the faculty moderator of the trip. All school regulations are in effect during school trips. Parental permission forms are required. All student rosters of trips are submitted to the Deans for approval.

NO STUDENT MAY ORGANIZE, PUBLICIZE OR IN ANY WAY SOLICIT FOR NON-SANCTIONED SCHOOL TRIPS WHILE ON SCHOOL PROPERTY.

Security

A professional Law Enforcement Agent is on duty for the entire school day and after-school activities.

Senior Classes

The last day of classes for Seniors is indicated on the school calendar. Seniors are not expected to return to classes following the officially posted "Last Day of Class for Seniors."

Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by federal and state law. It is any unwanted conduct of a sexual nature. It is the imposition of unwelcome and/or unwarranted sexual oriented acts that creates a hostile, intimidating or offensive academic or work environment.

Our Policy

St. Anthony's High School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. St. Anthony's High School prohibits any form of sexual harassment or sexual violence.

All personnel of St. Anthony's High School are required to participate in the VIRTUS Training Program Workshop (Protecting God's Children) and continue in the program through their online readings.

It shall be a violation of this policy for any student or employee at St. Anthony's High School to harass a student or employee through conduct or communication of a sexual nature defined by this policy. St. Anthony's High School recognizes that sexual harassment can originate from a person of either sex against a person of the same or opposite sex, and from classmates as well as adults.

It shall be a violation of this policy for any student or employee at St. Anthony's High school to be sexually involved with a student or employee. Any relationship involving romantic or sexual overtones with a student is strictly prohibited and will certainly result in immediate dismissal. Relationships between consenting employees may be a form of sexual harassment if the participation of any individual is not entirely voluntary. This is particularly true where one of the participants is in a supervisory capacity. Any person who in any way feels pressured into a relationship with a co-worker should report it immediately to the Principal. Furthermore, any employee with supervisory responsibilities who enters into a social relationship with a subordinate must exercise extreme care to insure that the participation of the subordinate is entirely voluntary, or the supervisor will risk being found guilty of harassment.

St. Anthony's High School will act promptly to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee at St. Anthony's High School. Any person reporting in good faith any act of perceived sexual harassment will be protected from retaliation of any type or nature whether or not harassment is found.

Definition of Sexual Harassment and Sexual Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of any individual's employment, or of obtaining an education; or receiving any form of benefit; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting a person's employment or education; or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work employment or education, or creating an intimidating, hostile, or offensive academic or work environment; or
4. It is considered unwelcomed by another.

Examples of prohibited behavior that are sexual in nature and are unsolicited and unwelcome include:

Written Contact—Sexually suggestive or obscene letters, notes, invitations, drawings. This includes computer messages of a sexual nature.

Verbal Contact—Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), any sexual propositions, comments about (an employee's, student's) one's body, or sexual characteristics that are used in a negative or embarrassing way.

Physical Contact—Any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.

Visual Contact—Suggestive looks, leering, or staring at another's body, gesturing, displaying sexual suggestive objects or pictures, cartoons, posters or magazines.

Sexual Blackmail—Sexual behavior to control another employee's or student's work environment is also prohibited—this includes salary, promotions, evaluations and/or better job assignments or grades.

Every effort will be made to eliminate sexual harassment by non-employees including parents, suppliers, and other visitors to the school.

Reporting Procedures

The Principal is the person responsible for receiving violence at the building level. Any person who believes that he or she has been the victim of sexual oral or written reports of sexual harassment or sexual harassment by a student or an employee at St. Anthony's High School, or any person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report alleged acts immediately to the Principal.

If the Principal is accused, the report shall be made to the Dean Of Faculty/Director Of Studies (or the immediate assistant to the Principal). The Dean Of Faculty/Director Of Studies (or the immediate assistant to the Principal) shall report the accusation made against the Principal to the Chairperson of the Board Of Trustees of St. Anthony's High School. St. Anthony's High School encourages the reporting party or complainant to make his or her report in writing.

St. Anthony's High School considers acts of sexual harassment to be of a most serious nature, always and everywhere unacceptable and contrary to the Church's teaching on the dignity of human beings. Therefore, it will investigate all complaints promptly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, monetary penalties, and even termination.

Smoking/Tobacco Products

Smoking, including e-cigarettes, is forbidden in the school building, on the school grounds and within all school vehicles of St. Anthony's High School.

Social Media Policy–Cyber Bullying

Cyber bullying means bullying by use of an electronic device through means including, but not limited to, email, instant messaging, text messages, blog, mobile phones, on-line games or websites. This behavior may occur on or off school property, at school functions or on the bus.

In accordance with the Dignity for All Students Acts (NYSED, 2012) any posting of an inappropriate nature, including threats, and harassing or derogatory statements toward an individual or group will be subject to disciplinary action by the school and/or the school administration. Threats are taken seriously and are subject to the appropriate discipline as outlined by SAHS policies. This does not exclude the possibility of law enforcement intervention. The inappropriate use of any School logo or image on one's personal social networking site(s) is strictly prohibited.

Reporting Procedure

Any students who thinks he/she has been the victim of a form of bullying/harassment should report the conduct to one of the following persons: Guidance Counselor, School Psychologist, Campus Ministry, or any of the Deans.

Student Awards

A committee of Faculty will be established to determine the recipient of student awards, both religious and secular.

Student Evaluation

The academic evaluation of a student is a most important aspect of the work of a subject area teacher. Grades are both immediately important to the student and far reaching in their effect on the student's academic career. At the beginning of each course, the teacher should explain to the students the criteria for grading in the course, including tests, quizzes, homework, reports, etc. Grades may not be used for disciplinary reasons.

All components of the student's quarterly grade are to be recorded in the mark book separate from the daily attendance record. The mark book, attendance book, and plan book will be provided by the Dean of Faculty. The records should be systematic and accurate.

All testing is under the supervision of the Department Chairperson. Teachers who need assistance in this most important area should seek the help of the Chairperson. All tests, quizzes, reports, papers, projects, etc. should be marked as soon as possible and returned to the student.

Tests should be given regularly. Quizzes should be given frequently.

Students who are absent for an exam, for reason of sickness or a school-sponsored activity, shall be given the opportunity to make up that exam within a reasonable time period set by the teacher. A make-up exam should not be a comprehensive exam for the quarter, but rather one that tests the same materials as the regularly planned exam. However, in the event that a student is absent for several exams during a quarter, a comprehensive exam may be given.

Grades MUST BE posted on the Friar Portal within five days of an exam in a particular course.

Parents on Parent-Teacher Interview Nights will be most interested in all of the things that went into the grade that the student received. The more information that the teacher has to support the quarterly grade, the more likelihood that parent and teacher can work together to help the student. Teachers are expected to keep in communication with parents via telephone and/or interviews.

All teachers are asked to stress honesty and integrity in examinations. Proper structuring of examinations and supervision of testing will help to assure that standards of honesty and integrity are maintained.

Any breaches of this personal integrity on the part of the student should be dealt with immediately by the teacher. This could include failure on the test, requesting that the student meet with the Director of Studies, requesting an interview with the parents, etc. Final Exams will be given in all courses. A term paper **does not** constitute a final exam. The final exam/Regents exam will comprise 10% of the final grade for the student.

Failing students will receive the numerical grades on their report cards. Teachers are encouraged to not give a grade lower than 65% for the first marking period. No student will receive a grade lower than 55% except for the 4th Quarter and Final/Regents exam grade where it may be the actual grade. Consultation must be made with the Chairman/Chairwoman. During each marking period, each teacher will post on the website an Academic Warning for students who are failing the course, not completing assignments, not meeting their potential, etc. If the teacher wishes to see the parent, the teacher should note this on the Academic Warning. Students who withdraw from a course after the 1st cycle of the 1st semester will receive: WF — if the grade is a failure at the time of the withdrawal or WP — if the grade is passing at the time of the withdrawal, on their report card and transcript.

Incomplete Grades

Incomplete grades must be made up within three weeks of the end of the marking period. If it is not made up, the student will receive a grade of zero for all outstanding work. Seniors may not receive an Incomplete for the third and fourth marking period.

Student Pregnancy Policy

St. Anthony's High School teaches and guides its students to live good Christian moral lives, following the teachings of Jesus Christ and the Roman Catholic Church. When faced with the situation of a pregnant student, we shall remember the sacredness of life and the dignity of the individual following the example of the compassion of Jesus Christ.

If a student becomes pregnant, she and her family must notify the Administration or a member of the Campus Ministry of the pregnancy. A meeting will be scheduled with the student and the parents to discuss the educational options available to the student during pregnancy. Every effort will be made to permit the student to continue at St. Anthony's High School. **If the father of the child is known and is a student at St. Anthony's, he, as well as the mother, must participate in counseling outside of school. A doctor's note is required as to the expected due date and every care should be taken to ensure prenatal as well as psychological aid.**

When the student returns:

- (a) Compliance with all regulations (attendance, satisfactory academic performance) governing the general student body is mandatory.**
- (b) The child is not to be brought onto the school premises at any time during the period of re-admission.**

Each case will be reviewed on the basis of a number of factors, but not limited to:

- the stage of the student's pregnancy in relation to the school year.
- the healthy, safety and well-being of the student and the school community.

Substitute Teachers

Teacher absence(s) on a daily basis will be covered by members of the Department. This includes covering classes and supervisory periods.

If a teacher will be absent for a week or more, a substitute teacher will be hired from approved substitute list from the Office of the Academic Dean for this period of time. These needs will be determined by the Dean of Faculty in consultation with the Department Chairperson.

Technology

Teachers are encouraged to use technology in their lessons as appropriate. Teachers and students should not video or audio record any events in the classroom or school at large. Faculty should not give permission for students to video or audio record any events in class.

Telephone

The telephone should be used for school business only. Teachers will not be called to the phone unless in an emergency. Telephone messages will be placed in your mailbox. Faculty Emergency Telephone before 8:00 AM: 631-271-2020 X218.

Transportation

Transportation is available for school events. School vehicles may be reserved through the Office of Student Activities. Any damage occurring during the use of the vehicles is to be reported immediately to the Assistant Principal for Student Activities. Please make sure papers and garbage are removed from the vehicle upon return and that the gas tank is not left on empty. Drivers must be secured by the person wishing to use the vehicle.

Tutoring

All tutoring will be directed by the Director of Tutoring; therefore, teachers who wish to tutor students should inform the Director of Tutoring who will refer students to them.

Each teacher at St. Anthony's should do all that is reasonable to assist the academic growth of the students. Teachers should make themselves available during the day and after school, if necessary, to those students who have need of extra help. If student tutoring is desired, the student should file an appropriate form with the Director of the Tutoring Center, located in the library.

The Faculty of St. Anthony's High School has always been extremely generous in offering its considerable skills to assist students who are experiencing academic difficulties. The entire St. Anthony's Community is very grateful to the many Faculty members who generously sacrifice their time before, during and after school hours for this purpose. This extra institution is often a decisive element in the student's success.

Faculty members who receive remuneration for tutoring, however, are directed that such tutoring or extra help must not occur on school property at any time. Such an activity would be a clear violation of professional ethics and behavior, and is, therefore, not permitted.

Special help classes may be planned by the individual teacher during the year. The school calendar lists special study days during the weeks of final exams and Regents exams. Teachers are asked to make request for the use of classrooms on the first floor only for these situations through the Director of Student Activities Office. Students must be supervised by the individual teacher during the time of the session as well as their dismissal from the Academic Wing.

FIRE DRILL & EMERGENCY EVACUATION PLAN

	EXIT #1 "A" AREA SOUTHEAST CORNER	EXIT #3 "A" AREA NORTHWEST CORNER	BREEZEWAY "B" AREA NORTHWEST CORNER	ELEVATOR STAIRCASE
First Floor	Room 130 132 134 Art 135 Paduan Yearbook 131 Boys' Lavatory	Room 111 114 116 115 Girls' Lavatory Room 122 Room 120	Room 112 110 108 109 Library N. Health Office Adm. Office N.	A121 A125
Second Floor	Room 234 235 236 237 238 239 240 Chaplain	Room 215 216 217 218 219 220 221 223	Exit #4 Room B205 206 207 208 211 212 213 A214 B209	Elevator Staircase A225 A229
Third Floor	Room 334 336 338 339 Boys' Lav. 335	Room 312 314 315 316 318 Girls' Lav. 319	Room B305 306 308 310 311 313 Business & Computer Dept. Guidance N.	Elevator Staircase A325 A329
Fourth Floor	Rooms 401A – 415 Rooms 448 – 460 Rooms 416 – 423 Rooms 437 – 447 Rooms 424 – 431			Use Exit 4 Use Exit 4 Use Exit 3 Use Exit 3 Use Exit 2

FIRE DRILL & EMERGENCY EVACUATION PLAN (continued)

	LOBBY "B" AREA SOUTHWEST CORNER	EXIT #6 "C" AREA SOUTH SIDE
First Floor	Room 102 140 138 137 136 Library S. Adm. Off. S.	Friar Bookstore Cafeteria IV Quad
Second Floor	Exit #5 Room B201 202 203 204 241 242 243 244 245 Boys' Lav.	CAFETERIA – 8 signs designating points of exit with directional arrows KITCHEN – 2 signs designating points of exit with directional arrows FACULTY LOUNGE, CHAPEL – 1 sign designating point of directional arrow.
Third Floor	Exit #5 Room B301 302 340 341 342 343 344 Tutoring R.	GYMNASIUM – 8 signs designating points of exit with directional arrows GIRLS' & BOYS' LOCKER ROOMS – signs used in classrooms Room 150 – sign used in classroom exit #9. N.B. Teacher covers entire area on leaving thus supervising classrooms. AUDITORIUM – 2 signs in each loge area STAGE – same as loge
Student Center	Upper & Lower Level	Proceed through nearest exits out to the Stadium Field.

Use of School Facilities

The following guidelines are to be followed:

- All requests, from outside groups, for the use of the auditorium, cafeteria, and classrooms must be channeled through the Assistant Principal for Student Activities.
- All requests for the use of the gymnasium and/or athletic fields must be channeled through the Office of the Athletic Director.
- Outside groups will be required to pay a stipend for the use of school facilities.
- Student Center

GROUPS OR ORGANIZATIONS MUST PROVIDE THE SCHOOL TREASURER WITH A CERTIFICATE OF INSURANCE NAMING AS ADDITIONAL INSURED.

Faculty and staff are not to allow unsupervised students or other groups to use the facilities. This is especially true in the gymnasium, cafeteria, auditorium, Student Center and the weight room.

Faculty members requesting the use of a classroom for extra-help classes, extra-curricular activities, etc. are to follow these guidelines:

1. Make request for the use of a classroom for extra-help classes and study days with Brother Joshua or Mrs. Cathy Trombino.
2. Only first floor classrooms may be used.
3. Students must be informed that they are to bring everything they will need for the study sessions AND for the end of the study session to your special class. Students may NOT go to lockers when the session is over.
4. If the extra-help class begins after 3:00 P.M., the teacher must meet the students and bring them to the classroom; if the session ends before 5:00 P.M., the teacher must escort the students out of the building so that they can go into the Activities Wing until the door to the Academic Wing open at 5:00 P.M.
5. Please leave the classroom as you found it.



Saint Anthony's High School
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Request to Excuse Students from Class Due to Athletics

Please complete this form and submit it to the Athletic Director at least one week prior to the day requested. He will then seek the permission of the Academic Dean. DO NOT DISCUSS THIS WITH THE MEMBERS OF THE TEAM OR PARENTS UNTIL PERMISSION IS RECEIVED. Permission notes must then be received from each participant and submitted to the Attendance Office.

Team _____
Event _____
Date _____
Time _____
Place _____
Mode of Transportation _____
Chaperones _____

Other Pertinent Information:

Attach a list of the names of students participating.

Signature of Coach

Signature of Moderator

Date: _____

Date: _____

APPROVED BY:

Athletic Director

Academic Dean

Date: _____

Date: _____