

# Salesian High School

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## Parent & Student Handbook 2021 - 2022

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DIRECTOR OF  
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School Website

[www.salesianhigh.org](http://www.salesianhigh.org)

ParentPlus and StudentPlus Portals

[www.plusportals.com/SalesianHigh](http://www.plusportals.com/SalesianHigh)

# PARENT/STUDENT HANDBOOK

## *SALESIAN HIGH SCHOOL MISSION STATEMENT*

Steeped in the Catholic faith and educational tradition of St. John Bosco, Salesian High School is a home, a school, a parish and a playground. Our diverse community of young men preparing for college and meaningful careers are encouraged to become men of character, leadership and service in a global society. We foster lifelong friendships in a welcoming family environment that stresses a rigorous curriculum, creative arts, strong athletics and service to others. - Revised by the Middle States Planning Team, March 11, 2017

## PHILOSOPHY

SALESIAN HIGH SCHOOL is a private Catholic secondary school for boys (grades 9 through 12). Founded in 1920, the school is owned and operated by the Salesian Society of St. John Bosco. The Salesians are an international religious community of brothers and priests dedicated to the spiritual and cultural education of young people through schools, youth centers, the media, and other forms of ministry. Salesian High School is one of 1000 schools operated by the Salesian Society around the world, and one of 5 found in the eastern United States.

Salesian High School is governed by the Provincial Council of the Salesians, the local Salesian Council, and by a local Board of Trustees. The administration of the school is composed of a

- **President** - responsible for the overall operation of the school, its Catholic and Salesian atmosphere, its relation with the public, and its relationships with the Salesian province;
- **Principal** - responsible for the academic curriculum and co-curricular program;
- **Business Manager** - responsible for the finances, property and auxiliary services of the school;
- **Director of Admissions** - oversees the school's recruitment program,
- **Director of Advancement** - oversees the means and ways to forward the mission of the school

In addition, an Assistant Principal for Academics, a Dean of Students, an Athletic Director, a Youth Ministry Coordinator, and a Coordinator of Guidance work with the Principal and other members of the administration in the development and delivery of the school program.

The foremost purpose of the education program at Salesian is to educate the total person through a Catholic philosophy of life. This philosophy endorses the person's origin from God and his/her return to God through a sincere endeavor to cooperate with God's divine plan of salvation. To guide him in the fulfillment of this plan, the

student is directed in his actions through his naturally endowed intellect and free will.

Every student at Salesian is encouraged to pursue a program of studies that substantively considers both his interests and his abilities. Keeping in mind the principles set forth by the Second Vatican Council, Salesian opens its doors -- without discrimination as to race, color, or national origin -- to young men to be "trained to take their part in social life, so that by proper instruction in necessary and useful skills they can become actively involved in various community organizations, be ready for dialogue with others, and be willing to act energetically on behalf of the common good." (Vatican Council II, **DECLARATION ON CHRISTIAN EDUCATION**, #1) Salesian fosters proper understanding, attitudes, and habits in essential areas in which life is and will be spent, namely, the home, the Church, and the community. The school endeavors to accomplish this by providing a wholesome environment and an appropriate educational program that fosters the spiritual, moral, intellectual, emotional, cultural, social, and physical growth of the students.

From its inception, Salesian High School has been profoundly influenced by the system of education proposed and developed by the renowned 19<sup>th</sup> century educator, Saint John Bosco. This Salesian educational system emphasizes **REASON, RELIGION, and KINDNESS** as the fundamental elements essential to the process of educating youth. The faculty of Salesian is committed to the implementation of this approach to education. Moreover, each educator, acting as one dedicated to the welfare, both present and future, of the student tries to assist him in every possible way and encourage him to persevere in his efforts.

Thus, it is the intention of Salesian High School to provide the students with an education which promotes continual interest in and an understanding of the Catholic Church and their role therein, which ignites a lifelong commitment to intellectual pursuits, and which acknowledges and understands the concept of individual differences. It is within this framework that the goals and objectives of Salesian High School are evaluated.

### **Non-Discriminatory Policy**

Salesian High School is an all-boys Catholic private school within the Archdiocese of New York. Salesian High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Salesian High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, scholarship and/or financial aid programs, and athletic and other school-administered programs.

In accord with Don Bosco's respect for the dignity of each individual, it is the policy of all Salesian Schools to provide a school environment that is free from harassment in any form. This policy applies to students in school, on their way to and from school and at all school sponsored activities. It applies not only to current students but also to all school employees and persons involved in school-sponsored activities.

### **OBJECTIVES OF SALESIAN HIGH SCHOOL**

### **TO ASSIST IN THE SPIRITUAL DEVELOPMENT OF ITS STUDENTS**

Salesian High School places the faith life of the student as a primary concern. Thus, each student is afforded the chance to share in the religious life of the school community. The Coordinator of Youth Ministry has the responsibility to oversee instruction in the content of the Catholic Faith, which is our precious heritage. It also coordinates those experiences that seek to provide a context for that same faith. Included in this would be sacramental celebrations, liturgical services, and retreats. Mindful that the context of the spiritual life of the students is not merely the school setting, students are encouraged to participate in the activities of their home parishes, to realize the prophetic role of the Gospel through investigation of social justice issues and, finally, grow in Christian experience through service to others within the local Church community.

### **TO ASSIST STUDENTS IN THE REALIZATION OF THEIR FULL INTELLECTUAL POTENTIAL**

At Salesian we acknowledge that the total development of our students must provide them with instruction and objectives in all areas of human activities including the physical, emotional, intellectual, social, and spiritual endeavors. Upon acceptance of the student, the faculty commits itself to the fostering and developing of the intellectual excellence demanded by a quality education. Since a majority of our students intend to further their education in the various institutions of higher learning, Salesian provides a program of studies that will enable them to pursue these endeavors. Those who wish to complete their formal education at the end of high school will be provided with an impetus toward self-improvement and self-development that will be invaluable to them, as they become informed and contributory members of our society. As the students' needs change along with the times, Salesian will always encourage the search for better approaches to continue to improve and re-evaluate its standards of Catholic education.

### **TO PROVIDE STUDENTS WITH BASIC CULTURAL AND SOCIAL KNOWLEDGE AND AN AWARENESS OF PEOPLE AND THE ARTS**

Salesian High School places a special emphasis on the education of the whole person. While there is a stress on academics, Salesian believes also that there is a need for extra and co curricular activities which help a young man develop into a person with respect for himself as well as for others. With this in mind, Salesian offers a wide variety of activities that meet the individual needs of all students. As part of its activities program Salesian offers students the opportunity to participate in interscholastic and intramural sports, National Honor Society, Student Council, and a wide variety of special interest activities and clubs. In addition, Salesian encourages students to join in the many field trips that are sponsored by the various departments.

### **TO PROVIDE STUDENTS WITH WHOLESOME PHYSICAL ACTIVITIES WHICH TAKE INTO CONSIDERATION STUDENT INTEREST AND LEVEL OF PERFORMANCE**

Salesian also accepts the responsibility of providing the opportunity for the physical development of the students ("A sound mind in a sound body"). To this end the school is a member of the Catholic High School Athletic Association. Salesian actively competes in soccer, volleyball, wrestling, cross-country, basketball, Fall, and Spring baseball, and such lifetime sports such as golf and tennis. Some of these sports are offered on three levels

-- varsity, junior varsity, and freshman. In addition, students have the opportunity of participating in the following intramural sports: football, basketball, softball, and field hockey. The Physical Education Department, in an attempt to promote good health and safety practices, offers instruction in the rudiments of these sports during the physical education classes.

**TO TRAIN THE STUDENTS IN THE ELEMENTS AND PRACTICES OF GOOD CITIZENSHIP AND CIVIC RESPONSIBILITIES**

Aside from providing a Social Studies curriculum which in part describes the nature and working of the democratic process, Salesian offers students the opportunity to become active participants in this type of process through involvement in Student Council elections and through membership in various school organizations, both interscholastic and intramural, e.g. National Honor Society, Peer Leadership. Such opportunities allow the students to develop their leadership potential as well as deepen their awareness of being a responsible member of a group. The students learn to develop a tolerance for different points of view and a practical understanding of parliamentary procedure, the consensus model, and fair compromise. Further, in accordance with the Salesian educational system Salesian High School espouses, the students are given to understand the rationale for the various regulations relating to personal and group conduct. The basis for every regulation is respect for oneself and the rights of all others.

**TO ASSIST THE STUDENTS IN DEVELOPING EMOTIONAL EQUILIBRIUM AND MATURITY BY MORE FULLY REALIZING WHAT IT MEANS TO BE A TOTAL CHRISTIAN HUMAN BEING IN TODAY'S WORLD**

Fundamental to Salesian High School is that the guidance program exists to serve the students. The individual is of central importance as he strives to fulfill his obligations to society. Salesian's guidance program strives to assist each student to participate in his own development toward becoming purposefully self-directed in a changing society, having full respect for the worth and dignity of self and others, and becoming the person who he desires to be. These choices are facilitated through individual counseling and teaching the necessary skills to exert his own efforts toward achieving his goals and solving his problems. Salesian's aim is toward prevention rather than intervention by aiding the students in the development of the affective, cognitive, and behavioral tools to respond to the developmental and individual issues of their lives.

**TO ASSIST PARENTS IN THEIR EFFORTS TO ENCOURAGE THEIR SONS TO SUCCEED AND EXCEL**

Every parent receives an individual ParentPlus Portal account. It matches their son's StudentPlus Portal account. The ParentPlus Portal allows parents to access real time information about their sons, including all grades in all subjects, attendance data, their son's class schedule, report cards and progress reports, as well as the school calendar, important files to download, announcements and alerts. All report cards and progress reports will be available online only. For assistance with a ParentPlus Portal account, contact the **Director of Technology** at [areynolds@salesianhigh.org](mailto:areynolds@salesianhigh.org).

## ***IMPORTANT NOTICE TO STUDENTS AND THEIR PARENTS***

Students attending Salesian High School, a private Catholic school, give up certain legal rights they would otherwise be entitled to, if they were attending a public school. For example, **Freedom of Speech**, a constitutional right of all citizens outside the private Catholic school environment, is limited in many important respects here at our school. Speech, either **written** or **oral**, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is absolutely prohibited, as is any other speech which, in the sole opinion of the school administration, is contrary or disruptive to the philosophy and purposes of this educational institution.

Another important right all students at Salesian High School give up has to do with **searches and seizures**. School administrators may search a student's person and belongings if there is reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or objects, or stolen property is being concealed, or that a violation of a school rule relating to the maintenance of discipline and safety in the school has been committed. Any such items found may be seized. Moreover, student lockers, which are at all times under the joint control of the school and the student to whom the locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. All technical communicating devices, including but are not limited to laptop computers, iPads, Tablets, iPhones, iWatches, etc. are subject to search by school administrators at any time, for any reason. Students should have absolutely no expectation of privacy with regard to any technical device, object or item (in their lockers) brought on to the Salesian HS campus.

Students and parents are advised that student conduct in violation and contradiction of the teachings of the Roman Catholic Church is strictly prohibited and, depending on the nature of the violation, can be grounds for **dismissal**. There are other grounds for expulsion or disciplinary action set forth in the Disciplinary section of this parent/student handbook. Any listing of prohibited conduct is set forth by way of example and to provide guidance to the student and his parents and is not meant to be *an all-inclusive or exhaustive listing* of improper conduct or disciplinary action to be expected from such conduct. The school, through its administrators, reserves the right to take disciplinary action based on its sole discretion, including any subject standards of conduct it may wish to establish.

Another, and perhaps the most important example of rights which a student and his parents give up when they decide to have him attend Salesian High School is the right to sue the school, the Salesian Society, Inc., the operator of the school, and / or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any civil matter.

**EVERY STUDENT AND HIS PARENTS, BY THEIR ACCEPTANCE OF ENROLLMENT AT THIS SCHOOL, GIVE UP AND WAIVE ANY AND ALL RIGHTS THEY MAY OTHERWISE HAVE TO BRING ANY CIVIL LITIGATION IN ANY LOCAL, STATE OR FEDERAL COURT, AGAINST THIS SCHOOL, THE SALESIAN SOCIETY, INC., OPERATORS OF THE SCHOOL, AND ANY SCHOOL**

**ADMINISTRATORS, TEACHERS AND THEIR AGENTS FOR ANY AND ALL WRONGS OR PERCEIVED WRONGS ALLEGED TO HAVE BEEN COMMITTED AGAINST THE STUDENT OR HIS PARENTS ARISING OUT OF THE STUDENT'S ENROLLMENT IN THIS SCHOOL OR THE SUSPENSION OR TERMINATION OF THAT ENROLLMENT.**

The student and his parents accept as their sole remedy for any such perceived wrongs the right to appeal the disputed decisions or actions of the school administration solely within the Salesian High School hierarchy. The student and his parents must make any such appeal to the President of the School in writing within **five (5) days** of the decision or action. This written appeal should include all evidence or statements the student or his parents wish to present on his behalf and should be sent by certified mail, return receipt requested, to the **President of Salesian High School, 148 Main St., New Rochelle, NY, 10801**. Upon receipt of the student's appeal papers, the President of Salesian High School will review those papers and will also review the student's school file, including his disciplinary file. He will then rule on the merits of the student's appeal, with full authority and broad discretion to reject the appeal or to modify, change or reject the decision or actions of the school administrator. **His decision is final.** The President will notify the parents, in writing, of this decision within **five (5) days** of his receipt of all of the materials that he deems necessary to his consideration of the appeal.

While any student and his parents are free to consult with legal counsel regarding the waiver of rights contained in this parent / student handbook and regarding any disciplinary action taken by the school against the student, it must be emphasized students **are not permitted** to have any legal counsel present during any meetings with school administrators pertaining to disciplinary matters.

Finally, students and parents must know *attendance at Salesian High School is a privilege, not a right*. In order to protect its standards of scholarship, discipline and character, ***Salesian High School reserves the right, and the student / parents concede to the school right, to deny admission to and to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators.*** Admission to and enrollment in this school include obligations in regard to conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school. ***By the enrollment, the student and his parents acknowledge the important limitations on civil rights contained in this handbook and agree to be bound by the restrictions placed upon them.***

**A. RELIGIOUS EDUCATION DEPARTMENT POLICIES**

- 1. Coordinator of Youth Ministry:** The Coordinator of Youth Ministry is responsible for the school's pastoral plan and its general religious tone. The CYM is available for spiritual counseling and, together with the Youth Ministry Team, coordinates various religious activities and experiences, including the academic religious curriculum, retreats, peer leadership, service program, liturgies, etc.

2. **Retreats:** All students are required to participate in the annual retreat program as designed for their academic year. All students will be expected to make a retreat on the scheduled date. Any student that is absent for his class retreat will have to make it up on a Saturday or holiday designated by the Coordinator of Youth Ministry. This requirement **must** be fulfilled in order to receive a passing grade for Religious Studies. **Seniors failing to complete their retreat requirement are not permitted to participate in graduation exercises.**
  
3. **Liturgies:** Salesian High School will gather as a community at significant times of the year for the celebration of the Eucharist, most notably at the start of the school year, Holy Days of Obligation, Mass of Thanksgiving, the Feast of Saint John Bosco, The Feast of Mary Help of Christians and the Graduation Baccalaureate. Mass is also celebrated daily each morning from 7:45 AM - 8:25 AM. At other times of the year, students and faculty will collaborate in the preparation and celebration of prayer services.
  
4. **Community Service Program:** (Graduation Requirement): Christian service is an essential component of the educational program of Salesian High School. It is important for our students to have a variety of service experiences throughout their four years because those experiences teach both the importance of helping those less fortunate as well as laying a foundation for a life committed to serving others. The Salesian High School service learning program is designed to form our young men into the servant leaders our society needs.

The following are the minimum requirements expected from each Salesian student in order to be eligible for Graduation.

**Requirements:**

- A.) Register with one of the APPROVED non-profit organizations or participate in the school-organized events. If the organization is not on the list of community resources then it MUST be approved by the Coordinator of Youth Ministry.
  
- B.) There is a requirement for EACH grade level. (*Four Year Total: **70 hours***)
  - a. **Freshmen** - 10 hours and completion of a Service Reflection Paper
  - b. **Sophomores** - 15 hours and completion of a Service Reflection Paper
  - c. **Juniors** - 20 hours and completion of a Service Reflection Paper
  - d. **Seniors** - 25 hours and completion of a Service Experience Presentation
  
- C.) Completed hours with timesheet and Supervisor approval/evaluation are due by May 31<sup>st</sup> to the Coordinator of Youth Ministry

- D.) Students are allowed to complete all their community hours of the academic year in the first semester of that same year or the summer prior to the start of that year.
- E.) Community service hours done in excess of the required hours (whether in the same year or not) **CANNOT** be credited towards subsequent years. Students **MUST** perform some type of service **EACH** year that they are enrolled at Salesian High School

**\*\*\*All Service hours must be done in a non-profit organization or school-organized event\*\*\***

**Type of service:**

- A.) **School service** (e.g. Salesian Gives Program, Camp Echo Bay, cleaning school property, etc.)
- B.) **Non-profit organization** (e.g. soup kitchen, homeless shelter, nursing homes, local Parishes)
- C.) **School-wide Awareness Events** (i.e. Canned Food Drive, Breast Cancer Awareness Walk, Polar Plunge, Blood Drive, etc.) - *In order to receive credit for these events, the student must help with the planning, attend the event AND write a short reflection paper on the experience and purpose of each event)*

**Assignments:** Grades 9 - 11 are to write a reflection paper to be handed in to your Religion teacher during the second (2<sup>nd</sup>) semester. 12<sup>th</sup> grade students are to complete an in class presentation

**A.) Freshmen: *Reflection Paper***

- Answer the following questions: *What have you learned and what impact has the service made on you and the people whom you served?*

**B.) Sophomores: *Reflection Paper***

- Answer the following questions: *Why is service essential for a fulfilled life? and How does it relate to the Gospel passage: "Whatever you did to the least of my brothers, you did it to me." Matthew 25:45*

**C.) Juniors: *Reflection Paper***

- Answer the following question: *"Over the past 3 years, you have had many opportunities to serve. What does it mean to be a servant leader and what have you learned through your service experiences over these past three years?"*

**D.) Seniors: *In-Class Presentation***

- Prepare a presentation on the significance of your service experiences over the past four years. The rubric and expectations will be provided by the Theology teacher.

## B. ACADEMIC POLICIES

The Principal and Assistant Principal of Academics are responsible for the academic curriculum as it regards the scheduling of classes, development of courses, and establishing an environment and attitude of scholastic activity. Questions concerning schedules, classes, and transfers should first be referred to the Assistant Principal.

### I. Academic Eligibility Requirements: (Athletic, Extra and Co-curricular Activities)

Eligibility for athletic teams, extra and co-curricular activities (i.e. trips, drama and clubs, Student Council, Youth Ministry, National Honor Society, etc.) is accompanied with a student remain in good academic standing, as defined by Salesian High School's academic policies and Code of Conduct. Academic standings will be reviewed each of the **four (4) marking periods** of the school year.

1. **Credits** - it is the expectation of all students to maintain academics as a priority through not only performance in class, but their effort shown to remain in good academic standing. Poor academic standing, defined as either failing courses or frequent low passing rates, can be addressed by either **academic probation** or **academic suspension** from sport team or extracurricular activity. As each student's circumstances are unique, each situation will be treated according to its details.
  - **Academic probation** is defined as **conditional eligibility** to participate in sport team and extracurricular activities, provided the student follows a provided plan of action to improve in academic standing until the next marking period. The probation can be lifted once the student's academic standing is deemed satisfactorily improved.
  - **Academic suspension** is defined as **ineligibility** to participate in scheduled team practices/games and/or extracurricular activities. Similar to **probation**, academically suspended students will be provided academic intervention sessions until the next marking period, when their standing is re-evaluated.
2. **Behavior and Comportment** - it is expected that the comportment of students is to be a positive reflection of not only their character, but that of Salesian High School, at all times. Poor behavior will be addressed and will not be rewarded with the privilege of representing the school on sports teams and/or extracurricular activities. As in the case of academics, each student's circumstances are unique and will be treated according to the details of the occurrence.

- Students who receive a detention during the school day are expected to serve their detention **on the same day**. Participation in sports games/practices, meetings, or performances may resume after the detention is served. The students are responsible to provide their own transportation to games or practices.
- Students suspended from school for disciplinary reasons are not permitted to participate in any school related activity until they have been officially readmitted to school.
- Students exhibiting poor behavior or accumulating negative disciplinary actions are subject to being suspended from participating in after school activities and team sports. The decision to withhold a student from such activities will be made by the Dean of Students and/or the Principal.
- As a general rule, probations and suspensions from activities related to academics are at the discretion of the Assistant Principal of Academics. Academic matters involving student athletes are to be reviewed and maintained by the Athletic Director, in collaboration with the Assistant Principal of Academics.
- Final decisions regarding eligibility will be at the discretion of the Principal.

## II. Homework Policy Guidelines

Homework, by definition includes all school related work completed out of the normal class time. This work includes reading, studying, rewriting notes, and doing written assignments, working on longer-term projects. Homework serves the purpose of either practice, enrichment or remediation and is vital for retention of knowledge and skills.

- a. Teachers announce homework assignments in class and post all assignments on the PlusPortals. Students are expected to keep record of the assignments and should use their PlusPortals to verify they are correctly completing their homework assignments and are aware of the correct due dates.
- b. Parents should take an active role in their son's academics by ensuring their son has a quiet place to study and the time/opportunity to complete his work. Parents are advised to register for the Parent Portal to monitor their son's performance.
- c. Copying homework is **never** allowed. Homework may not be completed during homeroom, but students are permitted to complete homework in the library before and

after school, as well as during lunchtime.

- d. **Parent / Teacher Conferences and Report Cards:** Report cards are distributed at the end of each marking period. All Report Cards are posted to the student's eLocker on the PlusPortals. Students and parents will receive email notification when report cards are available on the portal shortly after the marking period ends.

The Report Cards for the 1<sup>st</sup> and 2<sup>nd</sup> **marking periods** will be distributed at the **Parent/Teacher/Student Conferences**. It is the responsibility of parents/guardians to view their son's report cards. Dates for the distribution of Report Cards will be found on the school calendar and the Principal's Newsletter. Parents are encouraged to contact their son's Counselor and / or teacher (s) should they have questions regarding his performance.

- e. **Cheating:** Whether a student gives or receives information during tests, examinations, or certain assignments, the offense is the same. The student will receive a **zero (0)** for the work. Possession of cheating materials during an exam or test will be construed as cheating.

**Plagiarism:** Plagiarism is literary theft! Salesian High School expects its students to respect the intellectual property of others by practicing a strict disciplinary code. Students who plagiarize will receive a **zero (0)** grade for a 1<sup>st</sup> offense. Should a 2<sup>nd</sup> offense occur, the Assistant Principal of Academics will call for a conference with the parent of the student.

### III. Marking System

- a. **Subject marks:** In accordance with Salesian High School policy, the grading system is numerically based. All teachers are required to hand out a course syllabus explaining how students achieve their marks in the class. For all courses, a mark of **65** is the **minimum passing** grade. Phys Ed. does not utilize numerical grades, using only a P (pass)/ F (fail) grading system.

At the discretion of the Principal, a student's grade may be reflected as an **"I", or Incomplete**. Students receiving an **"I"** on their report card for a course must have satisfied outstanding academic obligations. A set duration of time will be provided for these obligations to be met, and if not met during the set time, the grade will revert to a grade of failure.

- b. **Conduct/Effort Marks:** Conduct and effort marks reflect behavior, study habits and personal appearance. For each student in their class, the teacher is responsible for giving commentary on the student's performance in these areas. Parents are encouraged to discuss these comments with their son, particularly if the comments are not satisfactory. **Unsatisfactory** conduct or effort marks prevent students from achieving quarterly honors in courses.

#### IV. Examinations

- a. It is to be expected that all students are required to take semester examinations (**MidTerm and Final Exams**). Any student failing to take a semester examination will receive a zero (0) for the exam grade. Students who miss Final Exams **without valid reasoning** cannot be given credit for the subject and will be required to attend Summer School.
- b. No counseling appointments are to be scheduled with the Guidance Office on testing days.
- c. At the teacher's discretion, a student may receive a zero (0) should they miss an announced test without a sufficient reason or excuse. Students absent on the day of a semester examination will be permitted to take a late examination, only if the Principal approves the absence or the student has a doctor's note. The teacher and the Principal arrange these late examinations.
- d. All late examinations must be made up on the date specified. Students failing to do so will receive a report card grade of zero (0%) for the examination.
- e. Students who have outstanding financial or academic or disciplinary responsibilities will not be permitted to take exams and will therefore not receive credit for courses.

#### V. Recognition for Scholastic Achievement

Testimonials of Excellence will be awarded to students who have maintained an Honor Roll status for each marking period.

- a. **Honors:** Testimonials for Honors will be distributed at the end of each marking period. These Honor Testimonials recognize outstanding academic achievements:
  - The **Principal's List** requires an overall average of **95%**, with no grade lower than 90%.

- To obtain **First Honors**, a student must have an overall average of **90**, with no grade lower than 85%.
- To merit **Second Honors** a student must attain an average of **85%**, with no grade lower than 80%. Marks for physical education and band are not used for calculating student averages.

**Positive comment codes from the teacher on the report card** and a **satisfactory attendance and punctuality record** are required benchmarks in order to qualify for achieving any level of honors.

- b. **Exemptions:** Exemptions from final exams are a **senior privilege**, not a **right**. A teacher or administrator may withhold them. Senior students who achieve **90** or above each quarter with an **88 or better** on the Midterm Exam may be exempted from the school June examination in that subject.

The Principal must give **final** approval to all exemptions. Exemptions are not awarded for one-semester subjects. Students who are exempt from an exam may choose to take the exam to try to increase their Final Average.

## VI. Promotion

Promotion to the next grade occurs when a student has passed **all subjects** for the enrolled school year. Students who are in Regents subjects are expected to pass the Regents Exam for each designated Regents course taken. In the event a student fails a Regents, they are required to sit for the subsequent regents examination period. Either failing the regents or failing to sit for the subsequent regents may cause a student to become **ineligible** to attain an Advanced Regents or Regents diploma.

- a. **Physical Education:** Students are expected to be in appropriate Salesian gym uniforms for their P.E. classes. As Phys. Ed. is a state required course for graduation, all students are expected to participate during class, unless excused for a documented medical reason. The policies and procedures governing Phys. Ed. will be provided to students during the first class of the school year.
- b. **Graduation Eligibility:** In order for a senior to attend Graduation Exercises:
- All Final Exams must have been taken (Unless a student has been granted an exemption)
  - The senior must have a passing grade in all state required courses.

- The senior must successfully complete **all Religion courses**, cannot fail more than a **total of 1.5 academic credit**, and must meet the Community Service requirement by the deadline date
  - All *Academic, Financial,* and *Service* obligations must be satisfied before a diploma is awarded.
  - Attendance at the **Baccalaureate Mass is mandatory** in order to attend the Graduation Exercises.
  - In order to be eligible to receive a Salesian High School diploma, the senior must attend both the Baccalaureate Mass and the Graduation Exercises.
- c. **Failure:** Multiple failures during a Marking Period will result in the student being required to attend an assigned academic intervention. There may be a nominal fee required for this service.

Course failures at the end of the year must be made up in an approved summer school program. Students who do not attend an approved summer school or complete requirements may prevent a student from returning to Salesian High School for the subsequent academic year.

A student with failures in **three (3) or more** major courses may be subject to **dismissal** from Salesian High School. In the event of dismissal, the student may be granted the ability to return, pending the completion of all required summer school courses

A student with a history of academic and/or disciplinary problems also may not be permitted to return to the school. Salesian High School reserves the right to not permit the return of any student who has not met the school's academic and disciplinary standards for the subsequent school year.

#### **IV. Scholarship Policy**

**Scholarships:** Scholarship monies awarded or received **will only** be applied towards tuition. To continue to receive a scholarship, a student must maintain a minimum cumulative average of **90%** with passing grades in all subjects (**85% in honors level courses**) along with acceptable conduct and effort grades from all teachers.

Scholarship eligibility will be reviewed and renewed by the Principal at the end of each school year. Letters will be sent home as part of the final decision. **Once a scholarship is lost it cannot be reinstated.**

All **St. Francis DeSales Honor Scholars program members** are *required* to take the most

rigorous courses available to them in the appropriate year.

## C. CODE OF CONDUCT

In the event there are questions about what is acceptable in regards to rules and regulations, the final interpretation and word will come from the **Dean of Students**, after consultation with the **Principal** and **President** of Salesian High School.

The intent behind our system of rules and regulations is to provide a uniform, structured environment that boosts the educational process not only academically, but morally with room for character building.

The following contains our rules and regulations, as well as the consequences attached:

### I. Personal Appearance

There is a definitive relationship between taking accountability for one's personal appearance and one's approach towards his work and school behavior. At Salesian, there is a set uniform to which all students are expected to adhere to. Failure to wear the appropriate dress code will result in a detention.

1. **Dress Regulations** - All students are expected to arrive at school and enter the school building in appropriate uniform dress code. There will be consequences for students who do not adhere to these policies. A Parental Conference will be called for any student who is a repeat offender.

Outlined in the following are the rules and expectations in regards to dress code and personal appearance.

#### ➤ For students in grades 9- 11

- **Relaxed Dress Code (From September 1<sup>st</sup> until the announced start date of Regular Dress Code)**

- **Charcoal Grey Dress Pants** - Pants must be properly fitted to fit your son's size and should always be presented neatly and cleanly. A belt **must be** worn as an accessory of the uniform.

- ★ It is recommended you purchase your son's school pants from [Liebmans](#) in New Rochelle, NY.

- **Salesian High School Polo** or a **solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**
    - **SHS polo shirts** can be purchased from the Salesian High School MetroStore (Announcements will be made when the MetroStore will be open, with provided access)
  - **Regular Dress Code (From the announced end date of Relaxed Dress Code until the 1<sup>st</sup> day of Spring)**
    - **Charcoal Grey Dress Pants** - Pants must be properly fitted to fit your son's size and should always be presented neatly and cleanly. A belt **must be** worn as an accessory of the uniform.
    - **A solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**
    - **The Salesian Under Armor Hustle Fleece top (recommended for winter use) or the Salesian lighter ¼ zippered turtleneck and a solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**

Students must keep the pullover partially unzipped so the tie and dress shirt are both visible.

- **Formal Dress Code (When announced by the administration)**
    - **Charcoal Grey Dress Pants** - Pants must be properly fitted to fit your son's size and should always be presented neatly and cleanly. A belt **must be** worn as an accessory of the uniform.
    - **A solid pattern, light blue button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**

- **Salesian Under Armor Hustle Fleece top (recommended for winter use) or the Salesian lighter ¼ zippered turtleneck**

Students must keep the pullover partially unzipped so the tie and dress shirt are both visible.

- **For students in grade 12** - Senior students are permitted to design and purchase their uniform tops, and the style and pattern will vary from one year to the next. However, seniors are expected to follow the *Relaxed*, *Regular* and *Formal* dress code policy.

Any 12<sup>th</sup> grade student who does not purchase the senior designed uniform tops **will be expected** to wear the uniform tops of grades 9<sup>th</sup> - 11<sup>th</sup>.

- **Relaxed Dress Code (From September 1<sup>st</sup> until the announced start date of Regular Dress Code)**

- **Khaki Dress Pants** - Pants must be properly fitted to fit your son's size and should always be presented neatly and cleanly. A belt **must be** worn as an accessory of the uniform.

★ It is recommended you purchase your son's school pants from [Liebmans](#) in New Rochelle, NY.

- **Salesian High School Senior Polo or a solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**

- **SHS polo shirts** can be purchased from the Salesian High School MetroStore (Announcements will be made when the MetroStore will be open, with provided access)

- **Regular Dress Code (From the announced end date of Relaxed Dress Code until the 1<sup>st</sup> day of Spring)**

- **Khaki Dress Pants** - Pants must be properly fitted to fit your son's size and should always be presented neatly and cleanly. A belt **must be** worn as an accessory of the uniform.

★ It is recommended you purchase your son's school pants from [Liebmans](#) in New Rochelle, NY.

- **The Salesian High School Senior Polo or a solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**
- **The approved Salesian High School senior pullover, Under Armor Hustle Fleece top (recommended for winter use) or the Salesian lighter ¼ zippered turtleneck and a solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**

★ Students must keep the pullover partially unzipped so the tie and dress shirt are both visible.

○ **Formal Dress Code (When announced by the administration)**

- **Khaki Dress Pants** - Pants must be properly fitted to fit your son's size. The students' pants should always be presented neatly and cleanly. A belt **must be** worn as an accessory of the uniform.
- **A solid pattern, light blue button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**
- **The approved Salesian High School senior pullover, Under Armor Hustle Fleece top (recommended for winter use) or the Salesian lighter ¼ zippered turtleneck and a solid pattern (light blue or white) button dress shirt w/ a conservatively styled (i.e. solid, checkered, plaid or striped tie.)**

★ Students must keep the pullover partially unzipped so the tie and dress shirt are both visible.

2. **Shoes** - Students are expected to wear black or brown dress style shoes. Acceptable brands include, but are not limited to:

➤ [Rockport](#)

- [Florsheim](#)
- [Dockers](#)
- [Clark's](#)

Students **will** be permitted to wear black or brown *waterproof* shoes/boots on days there is **snow and/ or ice** on the ground.

The dress pants must be on the outside of the boots. **Keep in mind** - students are **not permitted** to wear sneakers or non waterproof boots **during** school. This includes styles such as:

- Hiking
- Uggs (Of any style)
- Construction style boots
- Running or basketball sneakers

**\*\*\*If there is ever a question on the acceptable nature of certain shoe styles, please contact the Dean of Students before making a purchase so as to avoid a wasted investment.\*\*\***

### **3. Grooming and Appearance**

#### **Haircuts and Facial Hair**

Students are encouraged to be individuals and express themselves, however, this occurs within boundaries to be adhered to by all students while enrolled at Salesian High School.

Students may not be permitted to attend school with extremes in style or color deemed inappropriate by the administration.

Students are to maintain a **neatly groomed** appearance. As such, facial hair is **not permitted**. In the event a student fails to adhere to this policy, they will be instructed to self correct this issue.

As a *first-time* offense, students arriving at school unshaven will be given the chance to correct the issue in school for a **fee of \$1**, where an electric shaver and/or shaving cream with a disposable razor will be provided. Subsequent offenses can result in a detention. In the event of subsequent offenses, the Dean of Students may call for a parent conference to discuss the situation further.

Students who are unable to shave due to **medically evaluated and diagnosed dermatological reasons** must present a doctor's note to the School Nurse and the Dean of Students. This note must be updated each semester (Once in **September** and again in **February**.) During this time, the student is expected to maintain a presentable appearance, ensuring all facial hair is kept trimmed to not resemble a beard or mustache.

### **Accessories**

Any form of body piercings (i.e. nose piercings, lip, etc.) are **not permitted** during the school day.

Necklaces (**any** and **all** styles) should not be worn outside the student's shirt. Tattoos, body art or other types of cosmetic skin ornamentation are expected to be covered at all times when a student is on campus or at a Salesian High School sponsored event/activity. This includes, but is not limited to: athletic events, school dances and other extracurricular activities

Students are not permitted to wear makeup, nail polish or decals at school or any related school events and activities. Any student caught doing so will be considered out of dress code.

## **II. General Rules of Behavior and Comportment**

The Dean of Students is responsible for overseeing the management of the student body as it pertains to matters of student discipline and conduct. It is the responsibility of the students to adhere to all stated school policies and directives, as provided by the Dean of Students. In the event a student falls short of meeting expectations involving behavior and comportment, the matter will be addressed according to the processes outlined in this manual.

Likewise, all teachers have the responsibility to be alert for student behavior within the boundaries of violation of school regulations. Classroom infractions will initially be addressed by the teacher and brought to the attention of the Dean of Students. Staff members, cafeteria personnel and secretaries are to be equally respected and afforded proper courtesies as would be afforded to faculty and school administrators.

- 1. Attendance** - Each student's attendance and punctuality are very important. College admission offices and future employers use attendance records as a means of determining an applicant's dependability and good citizenship. To achieve your best in school,

punctual and regular attendance is necessary. By New York State law, all students are required to be in school during the days and hours that school is in session.

**Absences** - In the event a student becomes ill and is unable to come to school, parents have the responsibility to notify the **Attendance Officer** by telephone and/or email ([attendance@salesianhigh.org](mailto:attendance@salesianhigh.org)) between **7:45 am - 9:30 am**, explaining the reason for the student's absence.

At Salesian High School, the **total number of absences allowed is 10 days (Excused or Unexcused.)** Students whose parents do not call the school to report an absence will be assessed an **unexcused absence**.

- a. **Doctor's note** - When the student returns to school from illness, he is required to bring to the Attendance Officer a written note from a doctor providing rationale for the student's absence.
- b. **Make - Up Work** - Students with an **excused absence** are required to make-up all work missed (tests, homework, notes, etc.) as soon as possible and must be in by the end of the marking period. A day's absence does not excuse a student from the responsibility for all work on the day of his return. It is **the student's responsibility** to get all make-up work and complete the assignments in a timely fashion.
- c. **Unexcused absence** - Absence from school, with parent/guardian knowledge and permission, but **without approval** from the school (i.e extended vacations, doctor's visits with no doctor's note, bad weather when school is in session, etc.) will be considered an **unexcused absence**.

Unexcused absences do not receive consequences, **with the exception of students who are on probation or have exceeded the 10 day absence limit.**

- i. **Keep in mind** - Teachers **do not** have to accept or make-up assignments or re-administer tests in the event of an unexcused absence.
- d. **Multiple absences** - In the event a student misses **two (2) or more days without prior reasoning**, they are **required** to bring in a doctor's note. If no doctor's note is presented, the days missed will be marked as an unexcused absence.

- e. **Frequent absences** - Students who are frequently absent more often than not will experience higher rates of poor academic performance. Should a student miss **30 class periods**, they will not be able to receive credit for that particular class. Exceptions can be made at the discretion of the Principal for extended absence due to serious illness or accident, or for other serious reasons.
- i. With the approval of the Principal, a teacher may withhold credit for excessive absences in his/her class until classwork has been satisfactorily completed.

In rare instances, the student will be required to extend his school year to make up for excessive absences.

**Tardiness** -The early bell that signals that students may proceed upstairs to the classroom rings at **7:45 A.M.** and the official school day for the students begins at **8:05 A.M.** It is the responsibility of the student to make sure that they are arriving at school **on time**. Any students arriving at school after **8:05 A.M.** will be considered **late**.

- a. In the event that a student is late, when he arrives he must report to the Attendance Officer for a late slip to be presented to his teacher when he goes to class. Lateness to school **will result in detention to be served the same day**, or at the discretion of the **Dean of Students**.
- i. **Excused lateness** is at the discretion of the **Dean of Students**. The determination of an excused lateness is made by the **Dean of Students**, and **his decision on the matter is final**. **Unexcused lateness** will result in detention.
- b. If a student accumulates a **severe tardy rate (More than four (4) in a marking period)**, appropriate action will be taken by the **Dean of Students** to correct the situation. For example, persistent tardiness can result in a Saturday detention, suspension or probation.

**Truancy** - Defined as “absence from school without parent / guardian permission and without sufficient reason.” Among insufficient reasons are:

- Sporting events
- Chauffeuring others
- Babysitting
- Running errands

Truancy is punishable by **suspension or dismissal**. **Students whose parents attempt to cover up a truancy may be dismissed.**

- ★ **Cutting Classes** - Cutting class is as detrimental as truancy with the added malice of destroying the trust that a teacher has for his/her students. It will be dealt with as a suspensionable offense liable to the **same punishment as truancy**.

**Request for Early Dismissal from School - Except in emergency situations**, appointments with your physician and/or dentist should be made after school hours. If this is unavoidable, then an early dismissal notification is required for excused absence.

- a. Parents should contact the attendance office **via phone or email** requesting permission to leave early, stating the reason for the early dismissal and the time. This should be done at least **one (1) day prior to the early dismissal date**.

It is the responsibility of **parents and students** to notify the student's teachers of the early dismissal. The student is responsible for any work missed,

- b. Students leaving before the start of the **third period (10 AM)**, may be marked with a full day absence. It is recommended your son does not come to school if he is sick before the start of the school day.

**Early Dismissal (School)** - There may be extenuating circumstances requiring an early dismissal from Salesian High School. These may be weather related emergencies causing the school buses to pick up students earlier than usual. Emergency related early dismissals would be broadcasted through the school alert system.

- a. In the event a teacher is absent, their last period class may be released one period early, **at the discretion of the Dean of Students**. These students will be instructed to leave the school grounds.

- ★ If you prefer your son to remain on the school grounds until the normal dismissal time, please submit this request **via email** to the Dean of Students. These types of dismissals are rarely more than 45 minutes.

**Special Event Days** - Special event days are educational experiences necessary for the full development and socialization of the high school student. Absence on these days deprives the student of important religious, as well as social, experiences. Therefore, a physician's note is required for a student to be excused on special event days (i.e. Savio Day, Mass days, etc.)

Students who miss these Special Event days without a justifiable reason (doctor's note) will be assessed an **Unexcused Absence, with possible further consequences (i.e. Saturday Detention).**

- a. **Graduation** - The annual Commencement exercises and Baccalaureate Liturgy are an important part of the school year and **all seniors** are required to attend both ceremonies.

- ★ Students **may be excluded** from Graduation ceremonies because of previous unacceptable behavior and for failure to meet eligibility standards.

- b. **College Visits** - Juniors and Seniors are permitted up to **two (2) days** per year to visit colleges. These visits must be requested by the Parent / Guardian and pre-approved by the Guidance Office.

- Visits cannot be scheduled before a vacation period. The student's counselor will provide an approved visit with a College Visit Voucher to be signed by each teacher of the classes the student will be missing the day of the college visit, the parent/ guardian and guidance counselor.

- This voucher and a letter from the student's parent / guardian should be submitted to the student's counselor **two (2) days** before the visit.

- 1. Unapproved visits will be construed as **truancy or unexcused absence.**

- 2. **Conduct On and Off of the School Property** - Students will be held to a high standard of behavior and comportsment. They are expected to maintain a courteous and respectful interaction with faculty and all staff members of Salesian High School.

The use of foul language, statements that are sexual, incendiary or derogatory in nature **are not to be tolerated** and will be addressed accordingly.

**Cafeteria** - Lunch will only be eaten within the school cafeteria, where students have the choice of bringing their own lunch or purchasing food through the school cafeteria. In the event that students purchase lunch, they must be aware of the cost of food and how much they spend.

- a. Students will be expected to maintain courtesy and respect while in the cafeteria to all persons present, staff and students alike. All students are afforded equal opportunity to purchase and enjoy their lunch, and therefore disruptions to the organization and flow in the cafeteria will not be accepted.
  - ★ “Cutting” of the lunch line is discourteous to a student’s peers and **will not be tolerated at all**. Students who ignore this will have consequences including, but not limited to, cleaning in the cafeteria and/or possible detention.
  - ★ Students are **expected** to clean-up after themselves while in the cafeteria. Any student caught leaving his garbage at his table will be responsible for cleaning in the cafeteria (i.e. wiping down lunch tables, etc.)
  - ★ To maintain efficiency in the cafeteria, cash is not an acceptable form of payment in the **cafeteria as payment**. Student I.D. cards also function as debit cards in the school cafeteria. Parents are able to place funds onto their son’s account either through the school bookstore or through the school website. Cash deposits are not allowed in the cafeteria.

**Care of School Property** - Proper care of school property helps keep maintenance costs (and hence tuition) down. School equipment (i.e. furniture, lockers, books) are provided for the student’s use, and therefore, makes them responsible for their ownership while that equipment is in their possession.

- a. Anyone who damages or defaces school or personal property is liable to pay repair/replacement costs, as well as face possible further consequences (i.e. suspension or possible expulsion.)
- b. Any student caught in possession of vandalism materials (i.e. Spray paint, permanent markers, etc.) will also be subject to consequences.

**Conduct in The Public Eye** - All students, whether on or off campus, are considered ambassadors of the school. When a student places his Salesian uniform on and is in public, his association to the school is clear and distinct. Therefore, students are expected to represent the school in a manner befitting of the Salesian High School image, whether they are located in the vicinity of the school or not. Student conduct jeopardizing the reputation of Salesian High School may result in **suspension or dismissal**.

- a. **Private Transportation** - Parents who use the private bus service contract directly with **Academy Bus Company**. The school assumes no liability in matters concerning transportation to and from school.

However, the rules of conduct and discipline above also apply to the private buses.

★ Disruptive behavior of any kind poses a potential safety hazard when it occurs on the school bus, and such behavior may be dealt with **more severely** than if such behavior had occurred off the school bus. Consequences can result in, but are not limited to: **detention, suspension of bus privileges (No refund), and/or suspension from school** or possible **expulsion** depending on the circumstances of the situation.

★ Any **unauthorized use** of the private transportation service will be considered a **theft of service and punishable by suspension or dismissal**.

- b. **Public Transportation** - The bus or train ride to and from school is considered an extension of the school day, and therefore, all school rules and regulations remain in effect. Any form of disrespect to the driver/conductor, other motorists, passengers or pedestrians is **highly inappropriate** and will not be tolerated.

**Eating/Drinking In School** - Careless disposal of gum, food and drink, wrappers/containers in drinking fountains, urinals, on furniture and floors presents sanitation and cleaning problems, as well as costly repairs. Therefore, as a sanitary concern, there is no eating or drinking permitted in the hallways, classrooms or library.

- a. Students are **prohibited** from taking food/drink from the cafeteria.
- b. Students are **prohibited** from selling any food or drink items on campus. The items will be confiscated from any student caught doing so and consequences will be given as a result.

3. **Cell Phones & Other Communication Devices** - Students are discouraged from use of their cell phones or other communication devices during school hours. If and when brought to school, they must be stored in the student's locker until school dismissal.

**Emergency Phone Calls** - Parent phone calls to students must be made through the main office at **(914) 632 - 0248**.

- a. Parents calling their son's cell phone during the school hours is an invitation to enable and encourage your son to violate school policy, in light of the fact he should not have a cell phone on his person.

- ★ Alarming students of emergencies while at school gives the assumption they are in position to respond to the emergency. Calling the school allows for the facilitation of information to student's in an appropriate manner.

- ★ Students who need to contact their parents during school hours **should** do so at the receptionist desk in the Main Lobby. Failure to adhere to this can result in a penalty.

- b. **In the event that a student is caught with his cell phone** - the phone will be confiscated and a detention will be issued. After serving the detention, the phone will be returned to the student.

- ★ If there is a repeat offense, the parent will be notified and the phone will only be returned to the parent.

- ★ If there is a repeat after the third offense (**3rd time**), the student **will be banned from bringing a cell phone on campus and can be subject to more severe consequences.**

- ★ Parents are **strongly advised** to invest in insurance for their son's devices. The school **WILL NOT** accept any liability for **lost** or **stolen** phones or other devices.

- ★ Communication devices are **never permissible** in the classroom, particularly during Midterms, Finals, Regents and AP examinations. Failure to comply will result in a **zero (0)** on the exam.

- 4. **Serious Violations** - There is a clear distinction between behavior that is *mischievous* in nature as opposed to *malicious* in nature. Infractions listed in this area are treated with the utmost scrutiny with severe penalties (i.e. suspension or expulsion).

**Drugs and Alcohol** - While at school, the Principal has the responsibility of protecting the rest of the student body from the potentially dangerous influences of drugs and alcohol. Students suspected of selling or transferring controlled drugs or alcohol on the school property will be reported to the **Dean of Students** or **Principal** and subject to possible sanctions.

- a. Possession of illegal drugs or alcohol, with intent to sell, exchange, use at school or a school event is a serious offense and will lead to **expulsion** and **notification will be sent to the local authorities**.
- b. A drug testing program is implemented at Salesian High School as a way to discourage students from engaging in harmful behaviors or experimenting. Through the testing program, Salesian will identify students who may have begun to experiment with drugs and get them the help that they need.
  - ★ Salesian High School reserves the right to have any student suspected of drug use tested for the same.
  - ★ Students refusing to comply with taking a substance abuse test administered by the school **will not be allowed to continue as a Salesian student**.
- c. **Drug - testing Program** - Students suspected of drug use will be required to submit to a hair analysis **at the expense of the parent (fee = \$90)**. The Salesian High School administration is certified to give this test and employs the use of **Psychomedics Corporation** to collect hair for this test.
  - ★ In the event of a **first (1st) positive test result**, the Dean of Students will contact the parents/guardians to discuss mandatory drug counseling. It will be the parent's responsibility to provide this counseling for their son. The student will be placed on a probationary status as a result of this positive test result.
  - ★ Should the student require inpatient rehabilitation, he will continue to be a student at Salesian High School.
  - ★ Students will be retested **three (3) months from the date of the first test**, and then **randomly until the student graduates, at the expense of the parents**.

- A **second (2nd)** positive test result during a student's tenure at Salesian will result in **expulsion**.
- All **suspended students** (at the discretion of the Dean of Students) and **transfer students** will be drug tested before reinstatement or before their acceptance is final.

**Harassment** - Salesian High School is committed to provide a learning environment free from harassment in any form. Harassment or "bullying" of any student by any other students, employee, religious, or priest is **prohibited**; Salesian will treat allegations of harassment **seriously**. Allegations will be reviewed and investigated promptly, in a confidential and thorough manner.

Charges of harassment shall not create the presumption of wrongdoing, but substantiated acts will result in corrective actions, up to and including **dismissal from Salesian High School**. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

As defined by the **U.S. Equal Employment Opportunity Commission**, harassment is defined as "unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history)." **This policy is in effect at all times**. and it includes, but is not limited to:

- a. **Verbal Harassment:** Derogatory jokes or comments; threatening words spoken to another person.
- b. **Physical Harassment:** Unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with work or movement.
- c. **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings and/or gestures.
- d. **Written Harassment:** Derogatory comments and jokes, gossip, threatening words written in blogs on social media or the internet.
- e. **Sexual Harassment:** Includes unwelcome sexual advances, requests and other verbal or physical conduct of a sexual nature

**Fireworks** - Besides being illegal for minors to purchase, fireworks are dangerous and are not allowed on school property under any circumstances. Students caught with fireworks in their possession are subject to severe consequences, up to and including **expulsion**.

**Gambling** - Students are not allowed to engage in or be in possession of items used to gamble or play games of chance. Students caught with these items in their possession are subject to consequences up to and including **suspension**.

**Smoking** - Smoking, chewing tobacco, ecigs or vape devices, and all other nicotine/tobacco based products are not allowed in the school building, on school grounds or within a **three (3) block radius** of the school at any time. Breach of this regulation makes the offender liable to **suspension**, as well as a **\$100 fine (contribution to the American Cancer Society)**. Repeat offenders are subject to expulsion.

- a. Students in the company of a student who is smoking are deemed **guilty by association** and are subject consequences for their actions.

**Threats of Violence** - Students involved in making statements **violent in nature** directed towards another student, staff / faculty, or school will be treated with the utmost seriousness. Any student involved in such behavior is **subject to immediate disciplinary action and local authorities will also be notified**.

**Weapons** - The possession of any item that can be considered a weapon of sport, offense/defense, and/or occupation is a very serious breach of rules and is **subject to immediate disciplinary action, with the local authorities being notified**.

5. **Disciplinary Action Process** - One of the most important lessons education should convey is discipline, accountability and ownership of actions. At Salesian High School, the goal is to assist the student in their growth, development and preparation for post-secondary life. As young people, they are learning how to make the right decision when necessary and it is to be understood that mistakes will happen. The point is for the student to grow from mistakes to avoid repeat actions. At the heart of this is the instillation of good habits and appreciation for orderliness and efficiency, which are all key to good conduct and respect of others.

A good rationale to follow is ***“When you choose your behavior, you choose the consequence.”*** Disciplinary offenses are leveled infractions, ranging from **Level 1 to**

**Level 4**, with **Level 4** being the most **egregious** and **severe**. The **Principal** or **Dean of Students** will determine the classification in regards to the level of disciplinary infraction.

6. **Correcting Misconduct** - Students should very carefully understand **any teacher or supervisor** has the authority to correct misconduct at any time. **Acts of insubordination** (a deliberate and outright refusal to obey a reasonable request made by a teacher) or **insolence** (quarrelsome argument or disrespectful/discourteous towards a teacher) will be addressed by disciplinary action by the Dean of Students.

a. **The Action Process** - in the tradition of Don Bosco, communication is a large part of the corrective process. Conference with the student is an invaluable tool to help reach a student who commits a misguided action (**depending on the nature of the action**). Teachers are expected to follow a process inclusive to the parents to notify them of transgressions. The order would occur as:

➤ **First Offense** - The teachers will conference with the student, issue a **teacher detention** (if deemed necessary and to be served with the teacher after school) and notify parent(s) of infraction by **phone call or email**.

Any email not answered **within 24 hours must be followed up with a phone call**. Documentation of conference with student and/or parental notification is to be maintained by the teacher and forwarded to the Dean of Students for record.

➤ **Second offense** – The Dean of Students will now oversee the matter, and the parent is to be notified a subsequent incident occurred. A warning will be issued, with a reminder the student can face a severe penalty for additional offenses.

Considering the repetitive nature of the offense, a **Parent / Teacher / Student conference** can be arranged with the Dean of Students to work towards a resolution to ensure the behavior does not continue.

➤ **Third offense** – Student now must serve the penalty associated with the infraction(s), ranging from Saturday Detention to Expulsion. At this point, the student is subject to a probationary contract.

**b. Dismissal from the classroom** - If a teacher finds it necessary to send a student from the classroom for disruptive behavior, the student is to be escorted by another student to the **Dean of Students**. In the event the Dean of Students is not in the office, the student should report to the **Guidance Office** and wait until the Dean of Students is available.

★ **Under no circumstances** is a student sent out of the classroom to remain unsupervised. If administrators are not available, the student must return to the classroom from which he came.

**c. Disciplinary Consequences** - All infractions can have consequences associated, ranging from **teacher conference to expulsion**, at the discretion of the Dean of Students, with consultation from the Principal.

The common order of Disciplinary Procedures will be as follows:

- Conference or Detention (at discretion of the teacher)
- Saturday Detention
- Probation
- Suspension (Probation included)
- Expulsion

Listed below is a description of what each consequence entails. Minimal disciplinary actions taken are at the discretion of the teacher; more severe consequences are that of the **Dean of Students** and the **Principal**. Actions taken will be relative to the infraction committed.

★ **Detention** - A detention means that a student will be held after school on given days for a given amount of time, not to exceed an **hour past the student's arrival**. Students are **NOT** excused from detention because of:

- Athletic games and practices
- Jobs
- Doctor appointments
- Other matters

With the approval of the Dean of Students, a student may be given a **one (1) day extension** to serve detention. **Failure to serve a scheduled detention will result in additional detention.**

It is the student's responsibility to confer with the Dean in the event there is serious enough reason to not be able to attend detention. Leaving without conference will be treated as unexcused and result in additional consequences.

- ★ **Saturday Detention** - Given for serious or consistent offenses, including accumulating **three (3) or more** detentions and/or failure to appear for detention.

The student will report to school on the Saturday assigned, and the detention will run from **8 a.m. - 11 a.m.** Students are expected to dress in casual work clothes, as they will be assigned tasks to be completed in the school building.

Failure to appear for Saturday Detention **will** result in the student being **suspended from school.**

- ★ **Suspension** - The **Dean of Students**, with advisement by the Principal, is authorized to suspend a student from school for flagrant disregard of the school regulations. **Suspensions are serious consequences which cannot be treated lightly. The only resource after a student has been suspended is expulsion.**

The length of the suspension will be determined by the school authorities and will reflect the offense committed. Parents / Guardians will be informed and will have complete custody and jurisdiction of their son during a suspension. A suspended student is **not allowed** to appear on school property or at any school related functions at any time during his suspension.

The student **will only** be readmitted to school after the Parents/Guardians have been interviewed and a satisfactory solution to his conduct is agreed upon.

- If the Parents/ Guardians do not come in for a conference with the Dean of Students **within one week of the suspension**, the student may be considered **expelled from school.**
- Suspended students **can be required to submit to a Drug test** before being readmitted to the school. Please refer to **Sect. II -**

**General Rules of Behavior and Comportment, Part 4, Item C (Drug Testing)** on the drug testing program.

- Students returning from suspension will be **placed on probation** and given a written contract stating the **Conditions of Probation**.

★ **Probation** - A student will be placed on probation for any relatively serious offense or continued misconduct. Probation gives a student a specified period of time to prove he will follow the school regulations and the conditions of his probation. If in the event that he fails to do so, he may be expelled from Salesian High School.

Both parents/ guardians and students will be made **fully aware** of the action taken and the reason for the probation. The **Conditions of Probation** will be clearly spelled out and must be signed by both parents/ guardians and the student.

- Refusal to sign **will be interpreted as a withdrawal** from Salesian High School.
- Involvement in a serious infraction while on probation **can lead to immediate dismissal**. At the Principal's discretion, the Discipline Advisory Board may convene to discuss the status of the student.

Students transferring into Salesian High School are automatically placed on probation **until the completion of their first year**.

Probation will always accompany a suspension. This will be considered the last step before a student will be dismissed from Salesian High School.

- In cases of serious misconduct, participation in extracurricular activities (including athletics) **can be suspended until further notice**.

Before a student can return to class, a conference must be had with the student's parent/guardian.

- **Terms of Probation** may be issued with specific requirements for the student. This agreement is **valid, whether or not both students and parents sign it.**

Copies of the agreement are given to the Assistant Principal of Academics and Dean of Students, and any other groups deemed necessary.

**Violation of Terms of Probation is serious and can lead to expulsion.** Parents will be notified in writing of the Principal's decision in the event of dismissal. In some cases, students may be given the chance to withdraw before the dismissal is finalized and appears on their permanent record.

- ★ **Dismissal (Expulsion)** - Attendance and continuance at Salesian High School is deemed a **privilege and an opportunity, not an entitlement.** In the event that a student shows by his attitude or actions that he does not appreciate being at Salesian High School, or reflects poorly on the good name of the school, he will be expelled from the school.

The power to dismiss or expel a student is to be carried out by the **Office of the Principal.**

At the discretion of the Principal, and **depending upon the seriousness of the infraction,** the following procedure may or may not be followed in any set order:

- Disciplinary notice is given
- Suspension (**by the Principal or the Dean of Students only**)
- Convening of the Disciplinary Committee to discuss the future of the student - Recommendations from the Disciplinary Committee are given to the Principal for review.

In the case of an appeal of the Principal's decision to dismiss, the appeal must be made to the President in writing **within one week** of the aforementioned expulsion.

The President will convene a Council to discuss the decision to expel. The student will then be notified, in writing, by the President as to the status of appeal. **The President's decision will be final.**

**Disciplinary action resulting in dismissal from school, or voluntary withdrawal from school, shall have no effect on the student's or the parent's obligation to pay the full year's tuition to school.**

Ordinarily, the **Disciplinary Committee** will convene to review matters of a dismissable offense. The committee is **advisory** in nature and can only make recommendations to the Principal. It can do this through vote, but consensus is preferred. The committee will be called into session by the **Dean of Students** for serious disciplinary cases and will meet before a student is expelled. The committee is able to recommend dismissal, suspension or probation with set provisions, etc.

**Members of the Disciplinary Committee are:**

- The Dean of Students **(To state the case objectively)**
- Assistant Principal of Academics
- Two representatives of the faculty
- The Guidance Counselor of the student **(As student advocate)**

**The only voting members (in the event that a vote is needed) are:**

- The Assistant Principal of Academics
- The two representatives of the faculty

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**Infraction Levels w/ Description**

**Level 1 Infractions: (Self - directed minor inappropriate behaviors; behavior does not interfere with direction of classroom or damage school image).** Level 1 Infractions are generally met with, at minimum, a **conference with the teacher (if in the classroom) or detention.** **Three (3) Level 1 infractions** can result in the student serving **Saturday Detention**, at the discretion of the **Dean of Students.** These can also be treated with the severity of a **Level 2 Infraction depending on circumstance.**

Include behaviors such as, but not limited to:

1. Chewing gum
2. Dress code violations
3. Failure to appear for detention (1<sup>st</sup> Offense)
4. Horseplay / roughhousing
5. Inappropriate language
6. Late to school / class
7. Misusing equipment or property such as drinking fountains, stored materials, bulletin boards, etc.
8. No ID card
9. Possession / Use of cell phone (1<sup>st</sup> Offense) (Phone returned to student)
10. Use / Possession of Graffiti items

**Level 2 Infractions: (Socially inappropriate behavior directed toward others and/or property; behavior interferes with direction of classroom and interrupts the learning process).** Level 2 Infractions are generally met with, **at minimum, a conference with the Dean of Students** with consequences. **Three (3)** Level 2 infractions can / will result in the student serving a Suspension, at the Dean's discretion. These can also be treated with the **severity of a Level 3 Infraction depending on circumstance.**

Include behaviors such as, but not limited to:

1. Disrespectful actions / language toward another student
2. Cheating / Plagiarism
3. Cafeteria theft of food/services
4. Argumentative actions or language towards staff member
5. Inappropriate / vulgar language (particularly of a racial / sexually charged nature)
6. Graffiti / Willful vandalism
7. Inappropriate gestures
8. Insubordination
9. Cruel teasing or demeaning behavior
10. Cutting class (1<sup>st</sup> offense)

**Level 3 Infractions: (Defiance and/or aggressive behavior directed toward self, others, and/or property; Continuation of any level 2 behaviors).** Level 3 Infractions are addressed at the discretion of the **Dean of Students**, but generally suspendable **infractions. Repeat** Level 3 infractions can result in the student being **expelled from school**, as a result of a Disciplinary Review decision and at the Principal's discretion. Students can be placed on probationary contracts, where violation of the contract can result in **expulsion**. Level 3 infractions can also be treated with the **severity of a Level 4 Infraction, depending on circumstance.**

Include behaviors such as, but not limited to:

1. Disrespectful actions / language toward another staff member
2. Bullying / Harassment
3. Failure to appear for Saturday Detention / Missed multiple detentions
4. Fighting or Aggressive actions (i.e. shoving and pushing) (Repetitive)
5. Inappropriate behavior involving social media & technology
6. Actions in public damaging to the school image (i.e. Inappropriate behavior on public or private buses)
7. Insubordination (Repetitive)
8. Smoking on school property / within 3 blocks of school property (w/ \$100 donation to ACA)
9. Possession or Selling of tobacco and / or tobacco related products on school grounds
10. Leaving school grounds without permission

**Level 4 Infractions: (Defiant, aggressive socially inappropriate behaviors which can impose a dangerous situation to others and the school image; Continuation of any level 2 or 3 behaviors).** Level 4 Infractions are of the utmost severe nature and are generally met with expulsion, but at minimum suspension pending the result of a Disciplinary Review. In the event of the minimum punishment, the student will immediately be placed on probationary contract. **Violation of contract will result in expulsion.**

Include behaviors such as, but not limited to:

1. Physical or sexual assault – the student is a danger to him/herself or others
2. Behavior meant to demean, embarrass or harass based of a person’s race or religion
3. Menacing or threatening language towards another student / staff member
4. Possession / use of weapons and / or fireworks
5. Possession of illegal substances (Drugs or alcohol)
6. Willful destruction of personal or school property
7. Use of social media & technology to defame any member of the school community
8. Possession and / or distribution of pornographic material
9. Violation of probationary contract
10. Any behavior deemed by a supervisor to fit this level

## **D. DAILY PROCEDURES**

**1. Bulletins:** All school announcements are made in one of three ways:

- a. **P.A. Announcements & AM Salesian News:** Announcements that deal with various school topics are made at the beginning and end of the day. The morning prayer and “Good Morning” message are also part of the morning announcements on AM Salesian.
- b. **Principal’s Letter & Monthly Calendar:** This appears once a month with the events

scheduled for that month. Copies are posted on the ParentPlus Portals. Additional copies are available in the Principal's Office.

c. **ParentPlus Portals** ([plusportals.com/SalesianHigh](http://plusportals.com/SalesianHigh)), the **School Webpage** ([salesianhigh.org](http://salesianhigh.org)) and email to parents.

2. **Homeroom Period:** Each student will be assigned to a homeroom. Students will be permitted to go to their lockers and homeroom at the designated homeroom bell. Once the homeroom period officially begins, students should be seated at their desks. Students could be considered late if they are not seated at their desks by the **8:05 AM** bell or when the period begins.

**Morning Prayer** and the **Pledge of Allegiance** will be done over the *AM Salesian Network*. When prayers start, all students are to stop any activity in or out of the classroom and be attentive to the prayers and pledge. This will be followed by a “Good Morning” by the President, and then followed by the student produced morning broadcast. Students are expected to be attentive during this time and remain quiet until the homeroom period ends.

3. **Use of Classrooms:** Students may not go to classrooms or locker areas without permission before the bell at the beginning of the school day or during lunch periods.
4. **Campus Bookstore:** The bookstore will be open before the homeroom period begins. School supplies and special items will be on sale there.
5. **Lost and Found:** Students who find lost articles are asked to take them to the Office of the Dean of Students. The school is not responsible for lost, misplaced, or missing items.
6. **Corridor Courtesy:**
  - a. Students should keep corridors and stairwells open by walking to their right. They should avoid standing in groups which can result in blocking traffic.
  - b. Students should predominantly use the **South staircase** (main entrance side of building) for going to their morning homeroom period. When convenient, the North staircase may be used to reach the target classroom.
  - c. Students must avoid running in the corridors as it is a safety hazard and therefore, is not allowed.
  - d. Students are responsible for discarding trash into wastebaskets. All students should do their part to keep the school clean by picking up papers from the floors.

- e. There are dedicated times during the school day for socializing. With only three (3) minutes between classes, students are expected to get to their next period of class **on time**.
  - f. The main entrance of the school building, by the attendance office, is not a gathering place. In certain instances (i.e. lateness), students may use this as an entrance and exit, but should report directly to the Student Lobby before school and avoid congregating on the steps after school. Parents picking up students after school must pick them up from the lower parking lot.
7. **Books:** The various school districts provide for loan many of the basic textbooks students use during the school year. These books belong to those school districts, not to Salesian High School. Students are responsible for returning the same NYSTL books assigned to them. It is the responsibility of the student to maintain these books by **covering them, keeping them clean and handling them carefully**. Students should put their name on the labels inside the cover. Any NYSTL books that are damaged, water-soaked, lost, marked, marred, etc., above and beyond normal wear must be replaced **at the student's expense**.
8. **Lockers:** The school and the student maintain joint control over lockers assigned for their use. The school reserves the right to inspect lockers **at any time** for any purpose deemed to be appropriate for the smooth running of the school. It is the student's responsibility to see his locker is kept locked and in order at all times. Combination locks or any other locks are prohibited in the school building and will be removed (cut off) by the Dean. Students are to use only their assigned lockers and cannot be changed without the permission of the Dean of Students. Students should not tamper with another student's locker or give their combination to another student. Money and precious objects should not be stored in lockers, and students are encouraged to leave these things with the Dean of Students if they must be brought to school.

During physical education classes and sports practices or games, the locker room will be locked, and students **must have a school combination lock on their assigned gym locker**. Failure to have a school lock for the gym locker will result in an **UNPREPARED** mark for that gym class. The school, coaches, and Phys. Ed. teachers are not responsible for lost or stolen valuables. **Each student is responsible for his own belongings. The school assumes no responsibility for lost or stolen items.**

9. **Library:** Students are encouraged to make use of the school library for completion of work, study and research. It is open every morning before classes begin (**beginning at 7:40 AM**), during the lunch periods and after school until **3:30 PM**. The library's online resources (<http://www.salesianlibrary.org>) are available to all students in school and at home, 24/7.

- 10. Automobile Use:** Cars are a convenience for travel to and from school. Parking on school grounds is an assigned and revocable privilege. Parking permits will be issued at the discretion of the Dean of Students.

Students with school parking permits may use the designated parking area on the school grounds and agree to abide by school regulations regarding the use of vehicles on campus. The school speed limit while driving on campus is **ten (10) miles per hour**. There is no student parking permitted behind the cafeteria, and student vehicles are not to be used during the school day for the storage of books, sitting in or listening to the radio. The student's vehicle must be locked and remain so over the course of the school day until dismissal.

Violations have a **\$10.00** fine attached to them, plus the possible loss of parking privileges. Parking permits may be purchased from the Dean's Office for **\$100.00 per year**. Students purchasing a parking permit will be assigned a specific parking spot and may not park in any other space or area. Cars illegally parked on campus may be towed at the owner's expense.

Students should be aware the school parking lot is an active playground for school purposes. As such, the school cannot accept any liability for damage done to cars while parked on the school premises.

- 11. Telephones:** Office telephones are for **official school business only** and should not be used by students without permission or unless an emergency exists.
- 12. Leaving School Grounds:** Students are not permitted to leave the school grounds **at any time** during the school day for any reason without the express permission of the Principal.
- 13. Restricted Areas:** Students are not permitted to enter the faculty lounge or work space **for any reason**. The rest room at the top of the stairs on the 2<sup>nd</sup> floor and those bathrooms designated "Faculty" are also off limits to students. When possible, students should be mindful to avoid walking on the lawns and are not to roam behind the gym or in the wooded area bordering the school property.

During lunchtime, if and when students are not in the cafeteria, they should be on the blacktop or in the student lobby. Students are not allowed to go to their lockers or classrooms during lunch period without specific permission from the Dean of Students.

- 14. Cafeteria:** The lunchroom management, as well as the peers of students, will appreciate the cooperation in the following:
- a. Students are at liberty to bring their own lunch or they may purchase the lunch provided

by the cafeteria.

- b. Students are responsible for leaving the table and floor in their immediate vicinity in a clean condition by depositing all litter in waste baskets and recycling materials. Food and drink should never be taken from the cafeteria
- c. As a matter of courtesy and respect, students are expected to comport themselves in an orderly manner by maintaining cafeteria lines. “Cutting the line” is looked upon unfavorably and will be addressed accordingly
- d. Students are expected to respect the authority of the cafeteria manager and those teachers who are performing supervisory assistance while in the cafeteria.
- e. All students are entitled to enjoy their lunch in an environment devoid of group cheering, jeering, singing, or the like. These behaviors should be avoided at all times.

**15. Student Identification Cards:** Upon entry into Salesian High Schools, all students will be issued a student I.D. Card. These cards **must** be carried at all times. Replacement I.D. Cards can be purchased for **\$15.00**.

I.D. cards will be used as “Debit Cards” to purchase lunch in the cafeteria. To maintain efficiency in ensuring all students receive lunch in an appropriate time frame, **cash should be avoided as payment for lunch**. Parents are able to load their son’s ID card with funds by accessing the [Lunch Program](#) link on the main website. Students are also able to place money on their accounts by providing payment in the Bookstore before the **8:05 am** start to the school day.

**16. Telephone Calls to the School:** Phone calls to the school should be confined to the hours between **7:30 A.M. and 3:30 P.M.** Evening, holiday and weekend calls should be avoided, with contact being made through the contact’s email. Requests from parents to talk with or meet with teachers should be done via email to the intended teacher or the school receptionist.

## **E. HEALTH**

1. **Health/Medical Information:** Students with special health problems are to report these to the nurse in the health office at the beginning of the school year or when such problems arise. Special problems include a physical disability, vision, hearing, diabetes, epilepsy, seizures, allergies, recent surgery, medication, or anything that might limit the student at school. We urge parents/guardians to check with

the school to see that this information has been given, or, if they prefer, to provide the information themselves. Some medical conditions require that new paperwork be submitted each new school year. The school nurse will inform the student and/or parent if this is the case.

2. **Health Services:** Students becoming ill during the school day should obtain permission from their teacher to visit the school nurse. The school nurse is an employee of the New Rochelle Board of Education and has been assigned to Salesian from the hours of 9:00 a.m. until 1:00 p.m. The nurse will evaluate the affliction. With parental consent on file, any student that must go home can be allowed to leave on their own using public transportation. Without consent, the student will be released **only** to parents or to an adult that is elected by the parent to pick up the son. Only the nurse can dismiss a student due to illness. The nurse may require a doctor's note to allow any student who has been sent home or to the hospital to return to school.

\*\*\*Updated July 1<sup>st</sup>, 2021\*\*\* - Please note that updated COVID-19 guidelines may require a student to be dismissed from school for any COVID-19 related symptom, regardless of vaccination status. Students dismissed from school due to COVID-19 related symptoms may be prevented from using public transportation.

3. **Sports Physicals:** New York State requires every student participating in interscholastic sports to have an annual physical. A physical is only current for sports for one year past the date of the exam. It is your responsibility to ensure that the current physical is on file with the health office. Each year, parents are given a Health Appraisal Form to be completed by their son's physician. Students who do not have these forms completed and on file will not be able to try out and/or compete in an interscholastic sport activity.
4. **Accidents and Illnesses:** The school will make every effort to inform parents/guardians of any accident or illness occurring at school that may need care or observation at home. In the event of an accident or illness, school personnel will give **emergency care only**. Parents/Guardians are responsible for any additional care needed. **Updated Emergency Phone Numbers** are a responsibility of the parents and must be maintained. Students requiring hospitalization will be sent to the Emergency Room of Montefiore Medical Center in New Rochelle.
5. **Medications:** Parents/guardians are advised to give medication at home, arranging dosage intervals so they do not fall within the school day. If medication must be given in school, the following regulations apply:
  - a. It should be critical to the student's health or his behavior or performance in school. This would include psychotherapeutic agents, allergy medications, anti-epileptic drugs, insulin and all over the counter medications. No list can be complete, but discussion with the school nurse should clarify.

- b. The school nurse must have on file a written recent request from the family physician indicating the medication, its dosage, and the frequency of the dosage. This form must be signed by the physician and the parent/guardian. This is required for all over the counter medications as well, as per New York State guidelines.
- c. Medications are to be kept in the nurse's office in a locked drawer or file, completely separated from any emergency care supplies. The student may not carry them with the exception of an asthma inhaler.
- d. The responsibility for administering the medications is that of the school nurse.
- e. **Exemptions from Physical Education:** Exemption from physical education is handled by the school nurse, or in her absence, by the Dean of Students. Permission slips must be obtained before class begins in the morning. A written statement from a physician must be handed in clearly stating the limitation and duration of the limitation.

## **F. EMERGENCY CRISIS PLAN**

Many of the concerns facing schools, while intensified by the media spotlight, are certainly legitimate and worrisome. Salesian High School does have a School Crisis Plan in place allowing for response to internal and external emergency situations and is kept on file with the school office of the Archdiocese of New York.

During most external crisis situations, school is perhaps the safest place to be. Therefore, there is a **Lock Down Procedure** that will keep the students in school until the local authorities indicate the crisis is over. There is also an **Emergency Evacuation Plan** to move the school community to a safe location on campus, or at our prearranged alternate site of the **Holy Name of Jesus Church/School** on Petersville Road in New Rochelle. In responding to any emergency created by outside sources, Salesian High School will follow the direction of the Archdiocese of New York, the New Rochelle Police and/or Fire Departments, as well as the New Rochelle Public School District. Students will not be released from school unless these emergency agencies have declared the situation and potential travel destinations as safe to do so.

During a **Lockdown situation**, students will be released only to the parent, guardian, or a designated guardian authorized by the parent to pick them up. These designees will need photo ID, student social security number, or other informational facts if they are not the recognized parent or guardian. When arriving at the school, they will be directed to the main lobby where the student will be signed out. Students **will not** be released to any adult designee whose name is not listed on the student's EMERGENCY DATA CARD. Parents who carpool should be sure to include each other's name as designees with sign out capabilities. In the event of a crisis, parents can keep updated by checking our website at [www.salesianhigh.org](http://www.salesianhigh.org) or calling the school at (914) 632-0248.

The **emergency data card must be filled out and updated** each year, and during the year if any of the data changes. All updates must be done by filling out a new card or sending a letter to the Principal's assistant. Changes cannot be made over the phone.

## G. FINANCIAL POLICIES

By attending Salesian High School, all parents/guardians and their students have entered into an agreed upon contract for educational services with the school, and agree to pay for these services. Salesian High School recognizes the parents/guardian as the individuals **legally responsible** for all financial expenditures incurred by enrolling their students at Salesian High School.

The **Chief Financial Officer** is the school administrator responsible for the implementation of these policies and for representing any questions, or exceptions, to the policies to the Board of Trustees.

The parents/guardians failure to honor payment for educational expenditures, as agreed upon with the school, will lead to interruption of educational services provided to the student because of the parents/guardians inability to honor these financial agreements.

### 1. Tuition Account Arrears:

- a. The accounts of families that are delinquent for at least **two (2) months** will be contacted by the Business Office.
- b. The Principal will send a notice of the date for **academic suspension**. In the event of academic suspension for account delinquency, a student **will not** be admitted to classes or any school activities during the duration of the suspension period. For purposes of attendance, these days would only be recorded as **school absences** and not disciplinary suspensions on any records.
- c. Students may be subject to dismissal from Salesian High School if payment, or at minimum a plan for payment, is not made within **one (1) week** of the suspension of services.
- d. In the event the account for a parent\guardian is in arrears, Salesian High School **will not** release any information as it pertains to the student. This includes, but is not limited to items such as the student's **transcript** or **report cards**. In order for student information to be released while the account is in arrears, the action would need the explicit approval of the **Chief Financial Officer**. To this effect, any and all requests for the student's information will be referred to the Business Office.

2. In the event of an **outstanding balance** owed to Salesian High School from a prior school year, with no satisfactory arrangements for payment made with the **Chief Financial Officer**, and/or the **1<sup>st</sup>** tuition

payment due on **July 5<sup>th</sup>** has not been paid in full, then the following may occur:

- a. A hold may be placed on the re-registration application for the subsequent academic year until payment arrangements have been made and/or satisfied
- b. The parents/guardians and students PlusPortal accounts will have a “**restricted access**” placed on the account
- c. The student will be unable to obtain student resources (i.e. textbooks) needed to begin the school year

3. In the event of outstanding balances owed to Salesian High School, parents/guardians should also be aware of the following possible occurrences:

- a. A “**hold**” may be placed on the students ability to sit for their Semester exams (Midyear and/or Final) if financial accounts are not paid up to date, or some other arrangements have been approved by the **Chief Financial Officer**.

**Please be aware** - missing a Semester exam could jeopardize academic credit earned for the marking period, and possible loss of all credit for a quarter, semester or school year. It is also possible that seniors would not be able to participate in the graduation exercises.

- b. A **non-refundable late fee of \$100.00** will be charged to the account of any student presently enrolled in the school and who fails to register for the next school year by the designated date.
- c. The school **will** impose late fee penalties on the accounts of students who do not make tuition/fee payments by the due date.
- d. Parents/guardians and students are financially responsible to the school for the **total sum of all monetary losses** resulting from the **loss of school property, vandalism, or damage through carelessness or misuse of school property**.
- e. In the event a payment is made to Salesian High School **via check**, there will be a **\$50.00 fee** for any check returned by the bank.

## H. EMERGENCY DRILLS

**In General:** Emergency drills at regular intervals are required by New York State Education Law #807, and are important safety precautions. It is important for students to understand the importance and seriousness of these drills by observing the following rules promptly and exactly. **Naturally, pulling a fire alarm without cause or creating a clearly present dangerous situation is a serious violation of the law and a dismissible**

**offense.** False alarms will result in the extension of the school day.

- a. **All drills are to be carried out in strict silence.** This is necessary for quick and efficient evacuation of the building. Students should walk briskly in reaching their intended destination, but should not run. Maintaining line formation is critical to helping keep order as everyone exits the building. The first students to reach the outside doors should hold them open until all have left the building from that exit.
- b. All classes will proceed to the area in front of the gym, where they will line up single file by classrooms; the teacher of the class will take attendance.
- c. Classes will return to the school building when the signal is given using the same route as they followed in leaving the building.
- d. In evacuating the building, students will follow the directions for the classroom they are presently located. It is the student's responsibility to know the correct exit route for all classes he attends.

For understanding of the Evacuation and Lockdown procedures, please refer to those following sections in the handbook.

## **I. MISCELLANEOUS**

1. **Interscholastic Athletic Program:** Salesian High School's Athletics Program is an important extension and integral part of the school's physical education curriculum. Its' main purpose is to provide an opportunity to meet the needs and interests of a student possessing sufficient athletic ability to compete in sports at all grade levels. The program is highly organized and students who participate in it will be presented with a handbook of information before the season begins. The Sports Handbook will be considered an extension of this Student Manual with all rules being applied.
2. **Change of Address:** If a student should change his address or phone number during the school year, inform the Principal's Office as soon as possible.
3. **Transcripts:** Once a student has left Salesian High School, requests for transcripts to be sent to colleges or universities must be made in writing or requested in person. Transcript requests will not be taken by telephone. All transcript requests have an added service charge of **\$5.00** and no requests for transcripts will be fulfilled without payment of the attached service charge.

# SALESIAN HIGH SCHOOL INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Salesian High School to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and USC 254(h)].

**Definitions:** Key terms are as defined in the Children's Internet Protection Act.

**Access to Inappropriate Material:** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage:** To the extent practical, steps shall be taken to promote the safety and security of users of the Salesian High School online computer network when using electronic mail, chat rooms, instant messaging, photos, recordings, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) Unauthorized access, including so-called 'hacking,' and other unlawful activities;
- (b) Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

**Supervision and Monitoring:** It shall be the responsibility of all members of the Salesian High School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility

of the technology department and school administrators.

**Adoption:** The Board of Trustees of Salesian High School adopted this Internet Safety Policy on June 12, 2002.

### **CIPA DEFINITION OF TERMS**

**Technology Protection Measure:** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code;

or

3. Harmful to minors.

**Harmful To Minors:** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act; Sexual Contact:** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Salesian High School's computer network and connection to the Internet exists for the sole purpose of education and research. Every member of the Salesian High School family must support and comply with this policy. Students may use the school's network and Internet connection only with the supervision of their teachers.

The school's Internet connection is always protected by control software. The use of Salesian High School's network and Internet connection is a privilege, not a right, and can be revoked for any violation of this Internet Safety and Acceptable Use Policy. This computer network and Internet connection is the sole property of Salesian High School. No one should have a presumption of privacy with regard to any aspect of the school's network, Internet connection, or e-mail accounts. No alterations may be made to the school's web site

([www.salesianhigh.org](http://www.salesianhigh.org)) without the approval and involvement of the school administrators.

These rules must be followed:

- a. Uploading or saving of any material on school servers or hard drive space in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- b. Students must abide by the generally accepted rules of network etiquette, including, but not limited to:
  - Be polite, not abusive in your messages to others.
  - Use appropriate language, not vulgar or obscene language.
  - Do not reveal your address, phone number, or those of anyone else.
  - Do nothing to disrupt any of the networks of the Internet
- c. Vandalism will result in the loss of your privilege to use the school's computer equipment as well as financial responsibility for computer restoration and repair. Vandalism is defined as any malicious attempt to harm or destroy data of another user, including the uploading or creation of computer viruses. Vandalism also includes the alteration of any files on the school's computers or other damage to hardware or software. Students who cause damage to the school computer technology will be liable to pay the total cost of repairs or replacements.
- d. The use of laptop computers with network connect cards or tablets with 4G is prohibited everywhere on the school campus. Students are only permitted to use the school wireless network on campus.
- e. Taking pictures or recording teachers or staff members without specific written permission from that person and the Principal is grounds for dismissal.
- f. Students need written permission from the school administration to upload to any Internet site any digital picture or video taken on school grounds or at school functions.

**Important Note:** Salesian High School students always represent their school wherever they are. Their actions must reflect the good name and reputation of Salesian High School. Any behavior, in school or out of school or online in social media sites, which causes damage to the reputation of the school or any member of the school community, is grounds for dismissal. Improper online behavior at home that causes disruption at school is also grounds for dismissal. This includes, but is not limited to, bullying, flaming, deception, vulgarity, harassment and slanderous or defamatory comments about school administrators, teachers, staff, as well as fellow students. Students always represent their school online, whether the Internet is accessed in school or at home. This includes students' private email and social network accounts.

## **Policy for the Student In-School Use of Electronic Devices**

Salesian High School provides students with safe access to state of the art technological tools in our computer labs and our library, as well as with the school's first mobile Chromebook cart. Many students also have their own laptops, tablets and eReaders that complement our school's technology. The purpose of this school technological policy is to inform our students about how to use both the school's devices and their personal devices according to sound educational principles.

Cell phones and Smartphones will continue to be put in the student's locker at the beginning of the school day and used only after dismissal. Confiscated cell phones will only be returned to the student's parents or guardians.

eReaders, iPads or tablet devices with a minimum diagonal screen of 7" may be used in the classroom at the teacher's discretion. These devices must be connected through the school Wifi server and are subject to screening through the school firewall. Students must register the MAC address of their laptop or tablet in order to successfully connect to the school's Wi-Fi network. No other outside server or "hot spot" will be allowed.

Electronic devices of any kind should never be visible or used in places where there is an expectation of privacy, i.e., bathrooms, locker rooms, or classrooms where the teacher does not grant permission. Failure to comply will result in suspension and possible dismissal.

Salesian High School assumes no responsibility for damaged, lost, or stolen electronic devices belonging to students.

***It is understood that as a student you will abide by the terms of this Acceptable Use and Internet Safety Policy. Violation of this policy will result in the loss of privilege to use the school's computer equipment as well as disciplinary action and possible legal action.***

## SALESIAN HIGH SCHOOL TECHNOLOGY CODE of CONDUCT

At **Salesian High School (SHS)**, appropriate behavior regarding the use of technology is no different than expected proper behavior regarding all other activities, whether on or off the Salesian High School campus. All users (staff members and students alike) are expected to use SHS technology resources in a *legal, responsible, ethical* and *polite* manner.

As adopted by Salesian High School, the [Digital Citizenship Guidelines](#) are intended to clarify those expectations as they apply to computer and network usage, and are consistent with the **Salesian High School Policy on Use of Technology Resources in Instruction**. A student who knowingly violates any portion of the **Digital Citizenship Guidelines** is subject to penalty, including but not limited to the **suspension of access** and/or **revocation of privileges on SHS' system**. In addition, the offender is subject to disciplinary action in accordance with the school disciplinary handbook.

1. Students will practice responsible use of digital information regarding *intellectual property*, including complying with software licenses, copyright laws and all other state and federal laws governing intellectual property.
2. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. The improper use of SHS' technology resources is prohibited, including but not limited to:
  - a. Using *racist, profane, pornographic, sexually oriented, or obscene language* or *materials*.
  - b. Attempting to send or sending anonymous messages of any kind.
  - c. Using the network to access inappropriate and / or harmful materials.
  - d. Bypassing the district's security measures to access sites that are filtered on the district network.
  - e. Encrypting communications so as to avoid security review or monitoring by the system administrator.
  - f. Using the network to provide addresses or other personal information that others may use inappropriately.
  - g. Purposely engaging in activity that may: harass, threaten, defame, slander, libel, malign, or abuse another (i.e., individual or group).





- b. Double Assignments** are also a form of cheating. This is defined as an assignment used to fulfill the requirements of more than one course, without prior approval from all involved Instructors.
- c. Colluding** is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- d. Plagiarizing** is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. Consult your instructor or the school links for proper citation practices. All assignments submitted to instructors should contain the proper citation.

Plagiarism occurs when a student does one of the following:

- i.** Fails to cite borrowed, quoted or paraphrased material, even by accident
- ii.** Deliberately intends to deceive through lack of citation
- iii.** Uses strings of words from a cited source, without indicating these words are not his own (attempted paraphrase without quotations, even if there is a correct citation.)
- iv.** Carelessly or inaccurately citing quoted or paraphrased material is not plagiarism. This type of error is attributed to style or formatting. For example, if you submit a MLA works cited instead of an APA, then this is an inaccurate citation. While a student may lose style or formatting points, it is not plagiarism

# SALESIAN HIGH SCHOOL STUDENT ATHLETE CODE OF CONDUCT

**Overview:** The **Salesian High School Student (SHS) Athlete Code of Conduct** is formed and established to set policy governing student participation in the school athletic program.

As members of the SHS athletics program, students are provided the privilege and opportunity to participate in team sports where they develop and hone their skills as representatives of Salesian High School. Through this representation, students are expected to conduct themselves in a manner not only befitting the school, but also of themselves and their families. The expectations set forth do not end on the field or courts of play, but permeate all aspects of student life at Salesian High School.

**Terms of the Code of Conduct:** The terms set forth in the following apply to all students participating in the SHS athletics program, enforced by the coaches of each team under the supervision of the Athletic Director and in collaboration with the administration of Salesian High School. In the event a student's actions are in violation of the Student/Parent Handbook and result in disciplinary action, the student shall also be subject to terms and conditions of the Student Athlete Code of Conduct.

## **Student Character**

- As members of the Salesian HS community, student athletes are called upon to take an active role in helping to form and serve as representatives of the 4 pillars (*home, school, parish* and *playground*) among their peers and teammates. Students should set examples for others of the meaning of living by moral and ethical standards through demonstration of good character on and off the field

## **Student Behavior**

- As representatives of Salesian High School, students are to be civil and courteous not only at Salesian HS hosted games, but when they are guests at other campuses. Acts of theft, vandalism, rude behavior and inappropriate language will not be tolerated and will be addressed as violations of not only the Student Athlete Code of Conduct, but the SHS Student/Parent handbook as well.
- Students are expected to refrain from any activity that could be considered as *bullying, harassment* or *intimidation*. This extends not only to teammates, but Salesian peers and those outside the school as well.

As these acts are deemed *serious* violations of both the Student Athlete Code of Conduct and the SHS Student/Parent handbook, they will not be treated lightly.

- Students are expected to exercise proper sportsmanship regardless of the outcome of a contest. If an athlete's behavior is found to be *poor sportsmanship* (i.e. poor language, attitude, etc.), a coach reserves the ability to limit an athlete's playing or practice time
- Under no circumstances are students to use or be in possession of any alcoholic beverages, vaping products or illicit drugs of any form. The school nurse must be notified of all prescribed medications a student is permitted to use, as well as any changes or updates to the prescription.
- The emergence of social media has provided new platforms for communication. While personal promotion of talents and skills is encouraged, caution must be exercised in the use of the internet as a means of social networking. Students are to exhibit respect for themselves and their families, as well as their school and those outside of the school community. Harmful or disparaging actions on social media, including those towards teammates, coaches, or members of opposing teams, is unacceptable and not tolerated.

### **Responsibilities To The Team**

- Students are expected to adhere to the team schedules set by their coaches. Coaches will provide practice and game times in advance to provide enough opportunity for parents to plan out appointments and personal affairs.
- Students are expected to attend all practices and games, and they are responsible for being fully prepared and punctual. Failure to adhere to this will harm the student's ability to participate in the sport.
- Considering all practice and game schedules are provided in advance, parents are advised to avoid making conflicting appointments during practices or game times. It is imperative this information be reviewed in advance by the student and their parent/guardian for awareness.
- It is understood students must be present in school in order to participate in practice or a game. At minimum, three (3) unexcused tardies to school or one (1) unexcused missed practice will result in an athlete missing a game. Coaches, at their discretion, may set stricter guidelines for players to follow to be explained at the beginning of the season for awareness and understanding.

## Personal Responsibility

- Academics take priority over athletics. Student's are expected to use their free time while in school responsibly, whether it be to see teachers for additional help or get ahead on assigned homework and studies. In the event a student's academic performance declines, they may be placed on *probation* or *suspension* from practice/game activity. This will remain in effect until their academics are in good standing.
- No different than in the case of academics, students must be invested in their ability to achieve success on the court and fields of play through hard work and effort. Students are expected to take responsibility and accountability in self maintenance. Strength and conditioning are as vital to improving performance as giving the body an opportunity to rest and recover. It is important for students to take care of their body through a healthy lifestyle by avoiding potentially harmful activities/substances.
- Learning how to communicate is a vital aspect of a student's growth and development, and a pivotal part of the building of trust. As a student is expected to communicate with their parents and teachers, the same courtesy is extended to coaches and teammates. It is important extenuating circumstances be made known prior to the season beginning and the student is expected to communicate this information to the coach or Athletic Director before the first day of tryouts.
- As a general rule, students will travel to and from all away athletic contests by Salesian school bus. In the event a parent wishes to transport their student, or for their student to receive transportation from another teammate, advanced notice of the decision is courteous and preferable (at least one (1) day). In addition, this information must be communicated in writing **via email** to the coach and the Athletic Director.
- As the team uniform is the property of Salesian High School, it is the responsibility of all athletes to return all uniforms and equipment issued to the coach. In the event this does not occur, a financial penalty will be imposed by the Business Office on the tuition account of the student.

**Violation of the Code of Conduct:** If a student-athlete violates an established rule, whether minor or major, the coach in charge will communicate with the Athletic Director and the student's parent/guardian immediately. In the event the violation is deemed *serious* in nature, depending on whether the action is behavioral or academic in nature, the situation will be brought to the attention of the Dean of Students and/or the Assistant Principal of Academics.

## **FIRE/EVACUATION DRILL PROCEDURES**

Please review these Fire Drill Procedures with your son and **emphasize the need for quick and quiet exiting from the building**. Classrooms will exit as follows:

<u><b>ROOM #:</b></u>	
<b>Gym A &amp; B</b>	Leave the gym through the front doors of Flaherty Hall, directly to the parking lot
<b>101, 102, Chapel</b>	Exit into the student lobby and exit through the door next to the bookstore. Exit out through the rear Chapel door.
<b>Faculty Lounge / Work Area</b>	Exit directly to the blacktop area through the student lobby.
<b>201, 205, 301, 302, 303, 304, 305, Library</b>	Go directly down the South stairwell (Main stairwell) and exit the building onto the blacktop area.
<b>202, 203, 204, 306, 307L, 308, 309, 310</b>	Go directly down the North stairwell (Chapel side of the building) and exit through the emergency exit and proceed from building onto the blacktop area.
<b>401, 407, 408, BioLab, Chem Lab, Health Office</b>	Exit into the hallway and down the South stairwell (Main stairwell) and exit the building onto the blacktop area.
<b>402, 404L, 405, 406 (Art)</b>	Go directly to the north stairwell (Chapel side of the building) and exit the building onto the blacktop area.
<b>2<sup>nd</sup> Floor Offices</b>	Go into the Main lobby and exit through the main entrance onto the side lawn away from the fire lanes.

Once outside, students will line up in single file in the marked areas facing **Flaherty Hall**. Students should line up according to the **classroom** they were in **at the start of the drill/evacuation**.

As a reminder: **Students are expected to exit the building quickly and quietly.**

## **LOCKDOWN PROCEDURES**

Please review these Lockdown Procedures with your son and **emphasize the need for quiet and composure during this drill / procedure.** In the event of a Lockdown, the following steps will proceed:

**Lockdown:** Public Address System for Lockdown: An alarm will begin to sound and a pre-recorded voice announcing “Lockdown” will play over the PA system.

### **Lockdown Procedure:**

1. **Students:** must move away from windows and doors and remain out of sight. Students in the hallways must enter the nearest classroom. Students in the cafeteria must remain silent and seated on the floor.
2. **Teachers:** must check hallways outside of the classroom for students. Lock classroom doors, close window and door blinds, turn off all lights and computer monitors after attendance has been taken. Teachers must move out of sight and maintain silence.
3. Physical Education classes will move to the nearest locker room and lock all doors.
4. Teachers must take attendance into account for any missing and extra students by emailing the Front Desk Receptionist. Messages must include students missing, extra students and the reported location.
5. Teachers must not open doors for any reason unless the proper code word is used by a First Responder or an Administrator. The codeword for the Lockdown being lifted is going to change on a yearly basis. The codeword must be announced by two separate persons.

**\*\*\*The situation is not clear until both individuals have made the announcement and given the codeword.**

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