

Salesian High School

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Parent & Student Handbook 2018 - 2019

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Mr. Rogelio Suriel
DEAN OF STUDENTS

Mrs. Carmela Fava Gabriel
COORDINATOR OF GUIDANCE

This School Agenda belongs to:

Name _____

Address _____

City/Town _____ Zip _____

Phone _____

Homeroom _____

School Web Site
www.salesianhigh.org

ParentPlus and StudentPlus Portals
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 life-long 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 Student Life, 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 19th 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.

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 the academic, 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 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, and softball. 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 thrust 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 Academic Computing at Extension 218.

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 THAT INCLUDE BUT ARE NOT LIMITED TO LAP TOP COMPUTERS, IPADS, TABLETS, CELL PHONES, SMART WATCHES, 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 THAT HE OR THEY BRING ON TO THE SALESIAN CAMPUS.**

Students and parents are advised that any conduct in violation of the teachings of the Roman Catholic Church is strictly prohibited and is grounds for immediate expulsion. There are other grounds for expulsion or disciplinary action that are 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 in 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 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 that 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 school is a privilege, not a right*. In order to protect its standards of scholarship, discipline and character, ***this 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. ***Upon 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.***

- Any student that is absent for his class retreat will have to contact the Coordinator of Youth Ministry in order to receive a make-up assignment.

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. He is available for spiritual counseling and, together with the Youth Ministry Team, he 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 contact the Coordinator of Youth Ministry in order to receive a make-up assignment.

This requirement **must** be fulfilled in order to receive a passing grade for Religious Studies. **Seniors that fail to complete their retreat requirement will not be allowed to participate in graduation exercises.**

3. **Liturgies:** Salesian High School, as a community, gathers 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. At other times of the year, students and faculty 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 not only have different experiences of service throughout their four years, but also in the process of helping others, especially those who are less fortunate, that service will become part of every Salesian graduate's daily life. Our society is in need of servant leaders, and therefore, our service learning program is designed to form our young men into future leaders who are willing to serve others with joy. As stated above completion of the community service program is a graduation requirement. There are a minimum number of hours that students need to fulfill each year as well as write a reflection paper. Completion of the minimal service requirements is a part of their eligibility to return to school the following year.
 - Students who do not fulfill their minimum amount of service requirements over the school year must complete the hours over the summer at a site of the school's choosing.
 - Student must also complete the reflection paper over the summer if it has not yet been handed
 - Those students mandated to complete their service requirements over the summer must have them turned in and documented by August 15.

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 organization 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*)
 1. Freshmen: 10 hours and completion of a Service Reflection Paper
 2. Sophomores: 15 hours and completion of a Service Reflection Paper
 3. Juniors: 20 hours and completion of a Service Reflection Paper
 4. Seniors: 25 hours and completion of a Service Experience Presentation
- C.) Completed hours with Supervisor signed timesheets are due by April 15th to their assigned GUIDANCE COUNSELOR
- D.) Family members are prohibited from signing timesheets as Supervisors.
- E.) Reflection papers are due by April 15th and are to be handed in to their RELIGION TEACHER.
- F.) 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.
- G.) 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 and students cannot accept any monetary compensation for their service.****

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 (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:

- Freshmen: *Reflection Paper*
 - Write a reflection paper to be handed in to your Theology teacher after you have completed your required hours. In a 2-page reflection paper answer the following questions: What service project(s) have you done? Describe what you have done in that service? How did your service project(s) effect someone else? How has your service project(s) benefitted you spiritually and the person(s) you helped spiritually?
- Sophomores: *Reflection Paper*
 - Write a 3-page reflection paper to be handed in to your Theology Teachers during the second semester. 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 25:40
- Juniors: *Reflection Paper*
 - Write a 4-page reflection paper to be handed in to your Theology Teachers during the second semester. Reflect on all the service that you have done throughout the year, 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 the past 3 years?"
- Seniors: *Reflection Paper*
 - Write a 5-page reflection on all the service that you have done over your years at Salesian High School. How has each service opportunity that you have partaken in serviced your spiritual growth and emotional development?
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B. ACADEMIC POLICIES

- I. **Principal:** The Principal is responsible for the academic curriculum as regards to scheduling of classes, development of courses, and establishing an environment and attitude of scholastic activity. Any questions concerning schedules, classes, and transfers should be referred to the Principal.
- II. **Academic Eligibility Requirements: (Athletic, Extra and Co-curricular Activities)** To remain eligible for athletic teams, extra and co-curricular activities such as trips and clubs such as Student Council, Youth Ministry, National Honor Society, and the like, a student must remain in good standing with regards to Salesian High School's academic policies and code of conduct. In the case of Drama, student actors must be in good academic standings in order to try out for the play. Academic standings will be checked in each of the four (4) marking periods of the school year.
- ◆ A student that fails .5 to 1.5 credits in a marking period will be placed on academic probation as it pertains to a team or club. Probation shall be defined as a student that is able to participate in the activity but the student must attend any assigned academic intervention until the next Report Card. Students not in compliance with this mandate will be deemed immediately ineligible until the next Report Card. These students must be passing all courses in order to be reinstated.
 - ◆ A student that fails 2 credits on any Report Card will be suspended from participation until the next report card. Suspension with regards to Athletics shall be defined as NOT being able to participate in scheduled team practices or games. Students failing 2 credits must adhere to the Administrative Policies including the assigned academic intervention sessions as required. Students not in compliance will be suspended from activities and sports until the next Marking Period. Students that are in compliance will be re-evaluated at the time of Progress Reports. If there is a unanimous faculty (teacher) agreement that the student is no longer in danger of failing he may be reinstated. If not, then the student must wait until the next Marking Period to see if he qualifies for reinstatement.
 - ◆ Students that fail more than 2 credits in any Marking Period are ineligible to participate in activities. Ineligible shall be defined as a student who may not participate in practices and games for the entire Marking Period. Students must be passing ALL courses in the next Marking Period to be reinstated.
 - ◆ Students that receive a detention during the school day must serve their detention. They may participate in playing, practice, meetings, or performances after the detention is served. They will have to provide their own transportation to games or practices.
 - ◆ Students that are suspended from school for disciplinary reasons may not participate in any school related activity until they have been officially re-admitted to school.
 - ◆ Students that show by their bad behavior and negative disciplinary actions, that they should not be participating in after school activities will be banned from such activities by the Dean of Students or the Principal.
 - ◆ Final decisions regarding eligibility will be at the discretion of the principal.
- III. **Homework:** by definition includes all school related work that is done 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 or enrichment or remediation. The completion of homework is vital for retention of knowledge and skills.

HOMework POLICY GENERAL GUIDELINES

- A. Each teacher will write or announce homework assignments. Students must record the assignments in their Agenda Books. Student should use the class pages on the school web site to verify that they have correctly copied their homework assignments and have recorded the correct due dates.
- B. Parents should supervise their son's homework assignments. They are asked to take an active role in assuring that their son has a quiet place to do homework, the time to do it in, and that it is being done. PARENTS SHOULD REGISTER TO USE THE PARENT PORTAL TO MONITOR THEIR SON'S WORK AND EFFORTS.
- C. Copying homework is **never** allowed. Homework must not be done in homeroom. Students may do homework in the computer room or library before and after school and during lunchtime.
- D. Parent/Teacher Conferences: About midway through the marking period parents will receive Progress Reports. All Progress Reports will be emailed. Parents will also receive four Report Cards during the school

year. The Report Cards for the First and Second Marking Periods will be distributed at the **PARENT/TEACHER CONFERENCES**. A PROGRESS REPORT is not a report card, but it will give an indication as to where a student stands in a particular subject. It is the responsibility of parents/guardians to check on these reports. Dates for the distribution of Progress Reports and Report Cards are found in the school monthly calendars as well as the Principal's Newsletter. Please feel free to call your son's Counselor and/or teacher(s).

IV. Report Cards: Report cards are issued at the end of every quarter. Parents must provide the school with a personal email address where reports can be sent. Students and parents will receive email notification when report cards are available on the portal shortly after the marking period ends. If a parent has ABSOLUTLY NO internet access the school must receive written notification to this fact before alternative arrangements can be made.

V. Marking System:

5.1. Subject marks: In accordance with school policy each teacher will hand out a course syllabus which will include the grading policy.

5.2. Conduct/Effort Marks: A conduct and effort mark reflects behavior, study habits, and personal appearance. Each teacher for each student per class will give the marks. Parents are encouraged to discuss these comments with their son should they not be satisfactory. Unsatisfactory Conduct or Effort marks will make a student ineligible for **HONORS** and Testimonials of Excellence.

VI. Examinations:

6.1. All students are required to take semester examinations. Any student failing to take a semester examination will receive a zero (0) for the exam grade. Students that miss final exams cannot be given credit for the subject and will be required to go to Summer School.

6.2. No counseling appointments are to be scheduled with the Guidance Office on testing days.

6.3. A teacher reserves the right to fail a student who misses 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 approved the absence or the student has a doctor's note. The teacher and the Principal arrange these late examinations.

6.4. 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.

6.5. 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.

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

VIII. 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% and no grade lower than 85%. To merit **Second Honors** a student must attain an average of 85% and no grade lower than 80%. Marks for physical education and band are not used for calculating student averages. Satisfactory comment codes and satisfactory attendance and punctuality are necessary in order to receive honors.

IX. Exemptions: Exemptions are a **privilege**, not a **right**. A teacher or administrator may withhold them. ANY SENIOR WHO ACHIEVES 90 OR ABOVE EACH QUARTER AND THE MID-TERM 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 that exam to try to increase their Final Average.

X. Examinations: First Semester Exams and Final Exams are required for most subjects. Students who miss Final Exams without a valid reason cannot be given credit for the subject and will be required to attend Summer School.

XI. Promotion: A student will normally be promoted to the next grade when he has passed **all subjects** for that school year. Students who are in Regents subjects are expected to pass the Regents Exam for each designated Regents subject.

XII. **Graduation Eligibility:** In order for a senior to attend Graduation Exercises:

- All Final Exams must have been taken.
- The senior must have a passing grade in the State mandated Regents Exams.
- **A senior who has failed Religion, or failed more than a total of 1.5 academic credit units, or has not met his Community Service requirement by the deadline date, will not be allowed to attend the graduation exercises.**
- 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 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.

XIII. **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.

Failures at the end of the year must be made up in an approved summer school program. Failure to attend an approved summer school or to complete requirements may prevent a student from returning to Salesian in September.

A student with failures in three (3) or more major courses may be subject to dismissal.

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

XIV. **Physical Education:** Students must have Salesian gym uniforms for their P.E. classes. Unless excused for medical reasons all students are expected to fulfill the State mandate of participating in Physical Ed. classes. The policies and procedures that govern these gym classes will be given to each student during the first class of the school year.

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

Plagiarism: Plagiarism is literary theft! Salesian demands that students respect the intellectual property of others by practicing a strict disciplinary code. Students who plagiarize will receive a zero grade for the first offense. A parental conference will be required if a second offense occurs.

XVI. All **Honor Scholars** will be **required** to take the most rigorous courses available to them in the appropriate year.

C. SCHOLARSHIP POLICY

Scholarships: Scholarship monies awarded or received will only be applied towards tuition.

Renewable Scholarships: To continue to receive a renewable scholarship a student must maintain a cumulative average of 85% with passing grades in all subjects 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 and letters will be sent home. **Once a scholarship is lost it cannot be reinstated.**

D. 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 educative 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.

A. 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 are not in appropriate dress. 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.

1. 9th, 10th & 11th Grade - Students are expected to wear either the grey (short sleeved or long sleeved) or navy-blue button polo shirts. They are allowed to wear either the Under Armour zippered mock turtleneck or the knitted V-neck sweater

Only **grey suit style dress slacks**, with a **dress leather belt** will be permitted. The pants must be properly fitted, neat, clean and properly tailored to fit your son's size. These uniform pants **must** be purchased at Liebman's in New Rochelle.

2. 12th Grade - *Being that Senior students are permitted to design and purchase their uniform tops; this will vary from one year to the next. However, all senior students are permitted to wear khaki pants. Any student who does not purchase the senior designed uniform tops will be expected to wear the uniform tops of the 9th, 10th and 11th grade.*

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

Rockport	Aston Gray
Deerport	Dockers
Florsheim	Clark's

Students are not permitted to wear sneaker or boots to 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 before making a purchase so as to avoid a wasted investment.*****

4. Student Identification Cards - All students will be issued Salesian I.D. cards with lanyards when they first enter into the school. The I.D. **MUST** be worn around the neck on the lanyard at all times.

a. In the event of a lost I.D. card or lanyard, the student must purchase a new card **at the cost of \$10.**

5. Mass Formal Attire - On days of school-wide Mass, students normally will be expected to wear formal Mass attire that consists of a **light blue dress shirt with a tie**, with the appropriate school uniform pants and shoes.

6. Headwear - Students are not permitted to wear headwear of any form within the school building. While hats are permissible on school grounds, items such "du-rags", bandanas, head scarves and the such will

not be permitted on the school grounds at all.

7. Grooming and Appearance

a. Haircuts and Facial Hair - Sensible hairstyles is an expectation of all students. Haircuts **should** be even on all sides, and hair length should not be able to cover the back of the neck or the student's forehead.

Extreme hair styles will not be permitted. This includes, but not limited to:

- Ponytails
- Spikes
- High tops
- Braids, dreds or twists
- Mohawks or Frohawks
- Extreme lengths (too Long or Short)
- Long sideburns
- Razor cuts and Sculptured lines or parts in the scalp or eyebrows
- Dyed or Bleached hair

- i. In the event a student comes to school with an inappropriate haircut, a detention will be issued. If the haircut is not corrected by the next day, the student will be issued a second detention. If the haircut is not corrected **by the 3rd day, the student will be sent home from school until his haircut is appropriate.**
- ii. If a **first-time offense**, students who come to school unshaven will be given the chance to correct the issue in school **for a fee of \$5**, where shaving cream and a disposable razor will be provided. If there is a **second offense**, the student be asked to shave, as above, and issued a detention. In the event of a **third offense**, the student will be sent home.
- iii. Students who cannot shave due to **medically evaluated** dermatological reasons must present a doctor's note to the school nurse and the Dean's office. This note must be updated each semester (**Once in September and again in February.**) The student will still be expected to maintain a presentable appearance, ensuring that the facial hair is kept trimmed as to not resemble a beard or mustache.

b. Jewelry and Tattoos - Visible tattoos are expected to be covered at all times when a student is on campus or at a Salesian High School event/activity. This includes, but not limited to:

- Athletic events
 - School dances
 - Extracurricular activities
- i. Facial/Head jewelry is not permissible to be worn in the school building. Earrings, eyebrow rings, tongue rings or the such are not permissible. Neck jewelry is allowed, but must be worn under the Salesian uniform
 - ii. Students are not permitted to wear nationalistic banners, flags other than the American flag, or "colors" of any organization or group.
 - iii. Students may not 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 Compartment

The Dean of Students has authority and responsibility for the proper discipline and conduct of the student body. All students are to respectfully follow and comply with all directives from the Dean of Students. To disregard such directives and authority will be considered a breach of discipline, with consequences. Likewise, all teachers have the responsibility to be alert for any student behavior that is in violation of school regulations. Infractions will be handled 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 accorded proper courtesies as would be afforded to your teachers and school administrators.

A. 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 all days and hours that school is in session.

1. **Absences** - When a student is ill and is unable to come to school, his parents/guardians are to notify the school **by telephone** 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** on their school record.
 - a. **Written Notification** - When the student returns to school, he is required to bring to the attendance office a written note from his parents/guardians, giving his name, date, day(s) of absence and the specific reason for the student's absence.
 - b. **Make - Up Work** - Students with an excused absence will be required to make-up all work missed (tests, homework, notes, etc.) This make-up work should be done 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, 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**.
- **In the event of an unexcused absence, teachers do not have to accept or make-up assignments or re-administer tests.**
 - d. **Frequent absences** - Excessive absence often results in poor schoolwork. Considering that the block schedule is employed at Salesian High School (each class meets for two periods every other day), each class is meeting for the equivalent of two classes. **15 days of absence in any one class** makes a student **ineligible** for credit in that class (**15 days = 30 classes**). Exceptions can be made

at the discretion of the Principal for extended absence due to serious illness or accident, or for other serious reasons.

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 some cases, the student will be required to extend his school year to make up excessive absences. He will report to the Dean of Academics for a student service project.

2. **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 student who comes to school after the **8:05 A.M.** bell will be considered **late**.
 - a. In the event that a student is late, when he arrives he must report to the attendance office for a late slip. The late slip is then given to his teacher when he goes to class. Lateness to school **will result in a detention**.
 - i. Students are allowed **one (1) excused lateness** per year at the discretion of the Dean of Students. All others will result in a detention. The determination of what is an excused tardy is made by the Dean of Students, and **his decision is final**.
 - b. If a student accumulates a **severe tardy rate (More than four (4) in a marking period)**, appropriate action will be taken by the Office of the Dean to correct the situation. For example, persistent tardiness may result in a Saturday detention, suspension or probation.
3. **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.**

- a. **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 punishments as truancy**.
4. **Request for Early Dismissal from School** - Except in emergency situations, appointments with your physician and/or dentist should be made after school hours. However, for emergencies, the appointment should be made as early or as late in the school day as possible.
 - a. To obtain an early dismissal slip, bring to the Dean of Students, **One (1) Day Prior to the Early Dismissal Date**, a written note signed by the parent/guardian requesting permission to leave and stating the reason for the early dismissal and the time. **If the reason is satisfactory**, a permission slip will be given. Have the teacher whose class you leave initial the slip, and turn the slip into the attendance office and sign out when leaving the school.

5. Early Dismissal (School) - There may be extenuating circumstances that may require an early dismissal from Salesian High School. These may be weather related emergencies that cause the school buses to pick up students earlier than usual. These emergency related early dismissals would be broadcasted over the school notification system.

a. On occasions when a teacher is absent, his or her last period class may be released one period early. This is at the discretion of the Dean of Students. Students will be permitted to leave the school grounds.

6. Special Event Days - A Salesian education consists of more than “book learning.” 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, on special event days, such as Savio Day, half days, special liturgies, Mass days, etc., a physician’s note will be required in order for a student to be excused.

a. Students who miss these Special Event days without a justifiable reason (doctor’s note) will be assessed an **Unexcused Absence** and/or a **Saturday Detention**.

b. Junior Leadership Mass - Juniors that purchased a school ring must be aware that they are required to attend the Leadership Mass and Ceremony at the end of their Junior year in order to receive their ring. Students who do not attend will not receive their ring until September of their senior year.

c. Graduation - The annual Commencement exercises and Baccalaureate Liturgy are an important part of the school year. **All Seniors** are required to attend both of these ceremonies in order to qualify for their diplomas.

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

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

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

ii. 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. Visits that are not pre-approved will be construed as **truancy or unexcused absence**.

B. Conduct On and Off of the School Property

1. Interpersonal interactions - Students will be held to a high standard of behavior and comportment. They are expected to maintain a courteous and respectful interaction with faculty and all staff members of Salesian High School.

a. The use of foul language, statements that are sexual, incendiary or derogatory in nature **will not be tolerated** and will have severe consequences attached.

2. 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 student 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.

i. Cutting of the lunch line **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.

ii. 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.)

b. **There will be no cash accepted in the cafeteria as payment.** In lieu of cash, 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.

i. In the event that a student neglects to fund his account, cash deposits can be made in the cafeteria (**a minimum deposit of \$10 is required.**)

3. 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.)

i. Any student caught in possession of vandalism materials (i.e. Spray paint, permanent markers, etc.) will also be subject to consequences.

4. Conduct in The Public Eye - All students, whether on or off campus, are considered ambassadors of the school. It must be remembered that when a student places his uniform on and steps outside, 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 that can jeopardize the good reputation of Salesian High School may result in **suspension or dismissal**.

a. **Private Transportation** - Parents who use the service of a private bus company contract directly with this company. The school assumes no liability in matters concerning transportation to and from school. The rules of conduct and discipline above also apply to the private buses.

i. 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 is 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.

ii. 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 during which all school rules and regulations are in effect. Any form of disrespect to the driver/conductor, other motorists, passengers or pedestrians is highly inappropriate and will not be tolerated.

5. 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. Under no circumstances is food/drink allowed to be taken from the cafeteria. Students who fail to follow this rule will face consequences.

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.

C. Cell Phones & Other Communication Devices

Students are not allowed to make 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.

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

a. Calling your son's cell phone during the school hours is an invitation to enablement and encouragement for your son to violate our school policy, in light of the fact that he should not have a cell phone on his person.

i. Alarming your son of emergencies while at school gives the assumption that he is in position to respond to the emergency. Calling the school allows for the facilitation of information to your son in a suitable manner.

b. A student who needs to contact his parents during school hours **must** do so at the receptionist desk in the Main Lobby, and not on his cell phone. Any student who violates this rule, regardless of reason, will face detention.

2. 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.

a. If there are multiple repeat offenses (**3rd time**), the parent will be notified and the phone will only be returned to the parent.

b. 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 (i.e. suspension.)**

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

4. 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.

D. 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 and will carry severe penalties (i.e. suspension or expulsion).

1. **Drugs and Alcohol** - When a student is suspected of selling or transferring controlled drugs or alcohol on the school property, the Principal has the responsibility of protecting the rest of the student body from these potentially dangerous influences and exposures. In the event that a student is caught engaging in such behavior, the Dean of Students or Principal must be notified immediately.
 - 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. As a way to discourage students from engaging in harmful behaviors or experimenting, a drug testing program is implemented at Salesian High School. With a testing program, Salesian expects to identify those students who may have begun to experiment with drugs and get them the help that they need.
 - i. Salesian High School reserves the right to have any student suspected of drug use tested for the same. Students that refuse to comply with taking a substance abuse test administered by the school **will not be allowed to continue as a Salesian student.**
 - ii. **Drug - testing Program** - Students who are suspected of drug use will be required to submit to a scientific analysis of their hair **at the expense of the parent.** The Salesian High School administration is certified to give this test and employs the use of **Psychemedics Corporation** to collect hair for this test.
 1. In the event of a **first (1st) positive test result**, the Dean of Students will contact the parents/guardians to discuss mandatory drug counseling. This 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.
 - o Should the student require inpatient rehabilitation, he will continue to be a student at Salesian High School.
 - o Students will also be retested **3 months from the date of the first test**, and then **at random until the student graduates, at the expense of the parents.**
 2. A **second (2nd)** positive test result during a student's tenure at Salesian will result in **expulsion.**
 3. All students who have been **suspended** (at the Dean's discretion) and all **transfer students** will be drug tested before being reinstated or before their acceptance is final.

2. **Harassment** - Salesian High School is committed to provide a learning environment that is free from harassment in any form. Harassment or "bullying" of any student by any other student, employee, religious, or priest is prohibited; the school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including **expulsion**. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or apparent differences. This policy is in effect at all times. It includes, but is not limited to, and or all of the following:

- 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 in 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
3. **Fireworks** - Besides being illegal for minors to purchase, fireworks are dangerous. They are not allowed on school property under any circumstances, and any student caught with them in their possession can and will be **expelled**.
 4. **Gambling** - Students are not allowed to engage in or be in possession of any items that are used to gamble or play games of chance. Any student caught with them in their possession can and will be **suspended**.
 5. **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 will be subject to expulsion.
 - a. Students that are in the company of a student who is smoking will be deemed **guilty by association** and receive consequences for their actions.
 6. **Threats of Violence** - Students involved in making **any** statements violent in nature directed towards another student, staff/faculty, or school will not be treated as jokes or taken lightly. Any student involved in such behavior **will be immediately dismissed from the school and local authorities will also be notified**.

7. **Weapons** - The possession of any item that can be considered a weapon of sport, of offense or defense, occupation is a very serious breach of rules and will lead to **immediate dismissal with the police authorities being notified.**

II. Disciplinary Action Process

One of the most important lessons education should convey is discipline, accountability and ownership of actions. At Salesian, our goal is to assist in the development and preparation. It is the training that develops these characteristics, as well as orderliness and efficiency, which are all key to good conduct and proper consideration of others. It is impossible for teaching or learning to take place in a classroom unless good order is maintained.

At Salesian, 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 will determine the classification in regards to the level of disciplinary infraction.

A. Correcting Misconduct

Students should very carefully understand that **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) calls for disciplinary action by the Dean of Students.

1. **The Action Process** - in the tradition of Don Bosco, communication is a large part of the discipline process. Consultation with the student becomes 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 that is inclusive to the parents to notify them of any transgressions. The order would occur as:
 - a. **First Offense** - Teachers conferences with student, issues detention (if deemed necessary) to be served with the teacher and notifies parent(s) of infraction by **phone call or email**.
 - i. 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 teacher and forwarded to Dean's office for record.
 - b. **Second offense** – Student must serve detention with Dean of Students and parent is notified from the Dean's office that second incident occurred. At this time, a warning will be issued and a reminder that the student will face severe penalty for a third offense.
 - i. Considering the repetitive nature of the offense, a **Parent/Teacher/Student conference** can be arranged with the Dean of Students present to work towards a resolution to ensure that the behavior does not continue after the second offense.
 - c. **Third offense** – Student now must serve the severe penalty associated with the infraction(s), ranging from Saturday Detention to Expulsion. At this point, student may be placed on probationary contract.

2. **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 office**. In the event that the Dean is not in the office, the student should report to the **Guidance Office** and wait until the Dean is available.
 - a. **Under no circumstances** should a student sent out the classroom **EVER** remain unsupervised. If administrators are not available, the student must return to the classroom from which he came.
3. **Disciplinary Consequences** - All infractions will have consequences associated, ranging from **detention to expulsion**. The consequence will be at the discretion of the Dean of Students, with consultation from the Principal.

The common order of Disciplinary Procedures will be as follows:

- Detention
- Detention - Repeat offense(s)
- Saturday Detention
- Probation
- Suspension
- Expulsion

Listed below is a description of what each consequence entails. Do understand that this is at the discretion of the Office of the Dean and the Principal, so the consequence will be relative to the infraction committed.

- a. **Detention (Administrative)** - A detention means that a student will be held after school on given days for a given amount of time, usually **45 mins from the time the student arrives up to an hour**. Students are **NOT** excused from detention because of:
 - Athletic games and practices
 - Jobs
 - Doctor appointments
 - Other matters
 - i. With the Dean's approval, 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 that 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.
 - ii. Detention assignments can be given for conduct, studies and attendance.
- b. **Saturday Detention** - Given for serious or consistent offenses, accumulating **three (3) or more** detentions, suspensions 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.**

- i. Students are expected to dress in casual work clothes, as they will be doing manual labor in the school building.
 - ii. Failure to appear for Saturday Detention **will** result in the student being **suspended from school**.
- c. Suspension** - The Dean of Students, with advisement, is authorized to suspend a student from school for flagrant disregard of the school regulations. **Suspensions are serious consequences which will not be treated lightly. The only resource after a student has been suspended is expulsion.**
- i. The length of the suspension will be determined by the school authorities and will reflect the offense committed.
 - ii. 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.
 - iii. 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 an interview **within one week of the suspension**, the student may be considered **expelled from school**.
 - A suspended student **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 Compartment, Part C, Item 1.b2 (Drug Testing)** on the drug testing program.
 - Any student who is suspended will be **placed on probation** and given a written contract stating the **Conditions of Probation**.
- d. 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.
- i. Both parents/ guardians and the student 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 and will** lead to **immediate dismissal**. At the Principal's discretion, the Discipline Advisory Board may convene to discuss the status of the student.

- ii. Students transferring into Salesian High School are automatically placed on probation **until they graduate from the high school.**
 - iii. Probation will always accompany a suspension. This will be considered the last step before a student will be dismissed from Salesian High School.
 - If deemed necessary, particularly in cases of serious misconduct, his participation in extra-curricular activities (including athletics) **will be suspended until further notice.**
- e. 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. Committee recommendations are given to the Principal. The Principal will review recommendations from the Review Committee.
- Parent interview held before student can return to class
 - A Student **Terms of Probation** may be issued with stated expectations and specific requirements for the student when necessary. This agreement is **valid, whether or not both students and parents sign it.** Copies of agreement are given to the President, Guidance Director, Dean of Students and any other necessary parties.
 - Violation of **Terms of Probation** is serious and can lead to expulsion. Parents will be notified in writing, of the Principal's decision to dismiss. In some cases, students may be given the chance to withdraw before the dismissal is finalized and appears on their permanent record.
- In the case of an appeal of the Principal's decision to dismiss, the appeal is 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.**

*****Any 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 discuss a dismissible offense. The committee is advisory in nature and makes 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 more 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**)
- A member of the administration (**not the President or Principal**)
- Two representatives of the faculty
- The guidance counselor of the student

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

- The administrator (**Not the Dean of Students**)
- The two representatives of the faculty

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, **one (1) hour of detention**. **Three (3)** Level 1 infractions can / will result in the student serving a Saturday Detention, at the Dean's discretion. These can also be treated with the **severity of a Level 2 Infraction depending on circumstance**.

1. Any behavior deemed by a supervisor to fit this level
2. Chewing gum
3. Dress code violations
4. Eating or drinking in the hallway / class
5. Failure to appear for detention (1st Offense)
6. Horseplay / roughhousing
7. In Off – Limits area
8. Inappropriate language
9. Late to school / class
10. Misusing equipment or property such as drinking fountains, stored materials, bulletin boards, etc.
11. No ID card
12. Not completing classwork / homework
13. Possession / Use of cell phone (1st Offense) (Phone returned to student)
14. Use / Possession of Graffiti items
15. Unprepared for class

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, **two (2) hours of detention**. **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**.

1. Any of the Level 1 behaviors after a verbal warning.
2. Disrespectful actions / language toward another student
3. Cheating / Plagiarism
4. Cafeteria theft
5. Possession / Use of cell phone (2nd Offense) (Phone returned to parent)

6. Argumentative actions or language towards staff member
7. Inappropriate / vulgar language (particularly of a racial / sexually charged nature)
8. Graffiti / Willful vandalism
9. Inappropriate gestures
10. Insubordination
11. Selling of goods on school property (1st offense)
12. Cruel teasing or demeaning behavior
13. Aggressive actions (for example, shoving and pushing)
14. Cutting class (1st offense)
15. Any behavior deemed by a supervisor to fit this level
16. Progressive Disruption Infractions - A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, recess, or common areas.

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 generally suspendable infractions. **Repeat** Level 3 infractions can / will result in the student being **expelled from school**, as a result of a Disciplinary Review decision and at the Principal's discretion. Student will be placed on probationary contract, where any violation of the contract will result in **expulsion**. Level 3 infractions can also be treated with the **severity of a Level 4 Infraction, depending on circumstance.**

1. Any of the Level 1 or 2 behaviors after a verbal and written warnings with consequences
2. Disrespectful actions / language toward another student/staff member
3. Bullying / Harassment
4. Truancy
5. Failure to appear for Saturday Detention / Missed multiple detentions
6. Aggressive actions (for example, shoving and pushing) (Repetitive)
7. Inappropriate behavior involving social media & technology
8. Actions in public damaging to the school image
9. Inappropriate behavior on public or private buses
10. Fighting
11. Insubordination (Repetitive)
12. Violation of probationary contract
13. Smoking on school property / within 3 blocks of school property (w/ \$50 donation to ACA)
14. Possession or Selling of tobacco and / or tobacco related products on school grounds
15. Intentional spitting at another student / staff member
16. Leaving school grounds without permission
17. Any behavior deemed by a supervisor to fit this level
18. Continued Progressive Disruption Infractions - A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, recess, or common areas.

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 result of Disciplinary Review results. In the event of the minimum punishment, student will immediately be placed on probationary contract. **Violation of contract will result in expulsion.**

1. Physical assault – the student is a danger to him/herself or others
2. Sexual assault
3. Behavior meant to demean, embarrass or harass based of a person's race or religion
4. Menacing or threatening language towards another student / staff member
5. Possession / use of weapons and / or fireworks
6. Possession of illegal substances (Drugs or alcohol)
7. Theft of any nature
8. Willful destruction of personal or school property

9. Repetitive overt defiance
10. Use of social media & technology to defame any member of the school community
11. Possession and / or distribution of pornographic material
12. Violation of probationary contract
13. Any behavior deemed by a supervisor to fit this level
14. Continued Progressive Disruption Infractions - A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, recess, or common areas.

F. 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.

d. **ParentPlus Portals** (plusportals.com/SalesianHigh), the School **Webpage** (salesianhigh.org) and email to parents.

2. **Homeroom Period:** Each student is assigned a homeroom. Students go to their lockers and homeroom at the designated homeroom bell. When 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 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. There will be a Channel One News show during which students are expected to pay. Quiet is the expected norm for homeroom time.

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 homeroom. 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 Dean's Office. The school is not responsible for lost, misplaced, or missing items.

6. Corridor Courtesies:

- a) Keep corridors and stairwells open by walking to the right. Do not block traffic by standing in groups.
- b) Use only the south staircase (library side of building) for going to the morning homeroom period. At other times, use both staircases.
- c) Running in the corridors is a safety hazard and not allowed.
- d) Discard trash in wastebaskets. Keep the school clean by picking up papers from the floors.
- e) Since there are only four minutes between classes, get to your next period of class on time. Less talk and more walk will accomplish this.
- f) The main entrance of the school building, by the attendance office, should not be a gathering place. Students may use this as an entrance and exit but they should report directly to the Student Lobby before school and not "*hang out*" on the steps after school. Parents picking up students after school must pick them up from the lower parking lot.

7. **Books:** The local school boards loan many basic texts to the students for their use during the school year. These books belong to the local school boards, not to Salesian High School. Students are responsible for returning the same NYSTL books assigned to them. **These books should be covered, kept clean and handled carefully.** Students should put their name on the labels that are 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 to him. Hence, 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 that his locker be 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. Lockers cannot be changed without the permission of the Dean of Students. Do not tamper with another's locker or give your combination to another. Money and precious objects should not be stored in lockers. Leave these things at the office if they must be brought to school. During physical education classes and sports practices or games, the locker room will be locked, but students MUST HAVE A SCHOOL COMBINATION LOCK ON THE 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. teacher will not be responsible for lost or stolen valuables. **Each person is responsible for his own belongings.** The school assumes no responsibility for lost or stolen items.

9. **Library:** Students are encouraged to use the library. It is open every morning before classes begin and during the lunch periods and after school. The library's online resources (www.salesianlibrary.org) are available to all students in school and at home, 24/7.

10. **Automobile Use:** Parking on school grounds is an assigned and revocable privilege. Parking permits will be issued at the discretion of the Dean. Students with school parking permits may use the designated parking area on the school grounds. They must abide by school regulations regarding vehicles. There is **no parking behind the cafeteria**. Cars are a convenience for travel to and from school. They are not to be used during the school day for storage of books, sitting, or listening to the radio. They must be locked and remain so. The school speed limit is **ten (10) miles per hour**. Violations have a \$10.00 fine attached to them, plus loss of parking privileges. Parking Permits may be purchased from the Dean's Office for \$100.00 per year, or \$50.00 per semester depending on availability. Students that purchase a parking permit will be assigned a specific space. They may not park in any other space or area. Cars illegally parked may be towed at the owners' expense. Students should be aware the school parking lot is an active playground for school purposes. The school cannot accept any liability for damage done to cars while parked on the school premises.

11. **Telephones:** The office telephones are for school business 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 room or the faculty dining room for any reason whatsoever. The rest room at the top of the stairs on the second floor and those near bathrooms that are designated Faculty are for faculty use only. Students are to keep off the lawns. They are not to roam behind the gym or in the wooded area bordering the school property. They are to be on the blacktop area only. During lunchtime, if the 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.

14. **Cafeteria:** The lunchroom management and your fellow students will appreciate your cooperation

- a. Depositing all litter in waste baskets and recycling materials
- b. Keeping cafeteria lines orderly
- c. Leaving the table and floor around your place in a clean condition
- d. Respecting the authority of the cafeteria manager and the cafeteria duty teachers.
- e. Group cheering, jeering, singing, or the like will not be tolerated at any time.
- f. Students may choose to bring their own lunch or may purchase the lunch provided by the cafeteria.
- g. Student **IDENTIFICATION CARDS:** Salesian students will be issued I.D. Cards when they enter Salesian High School. 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. **Ordinarily cash will not be accepted for lunches.** Students must make sure that money is given to the Book Store Manager before the 8:00am start to the school day.
- h. Food or drink is not to be taken from the cafeteria

15. **Telephone Calls to the School** (914) 632-0248: Phone calls to the school should be confined to the hours

between 7:30 A.M. and 3:00 P.M. Evening, holiday, and weekend calls should not be made. Students will **not** be provided with messages during the school day unless they are of emergency significance. Request from parents to talk with or meet with teachers should be done in writing to the intended teacher or school receptionist. The receptionist will notify the teacher and the teacher will respond to set up an appointment.

G. 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 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. Any student that must go home 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. Ill students may not be able to drive home or take a public bus. A cab may be called at the insistence of the parent. 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.

3. **Sports Physicals:** The City of New Rochelle requires every student participating in interscholastic sports to have an annual physical. Each year parents are given a Health Appraisal Form that must be completed by their son's physician. Students who do not have these Forms completed will not be able to tryout and 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 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 that require hospitalization will be sent to the Emergency Room of Montefiore Medical Center in New Rochelle.

5. **Medications:** Whenever possible, parents/guardians should try to give medication at home, arranging dosage intervals so that 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, 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.

c. Medications are 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.

6. **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.

I. EMERGENCY CRISIS PLAN

You should know that many of our concerns, while generated by the media spotlight, are certainly legitimate and

worrisome. You should also know that Salesian High School does have a School Crisis Plan in place for a number of years. This plan will allow us to respond to internal or external emergency situations and is 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. We therefore have a Lock Down Code that will keep the students in school until the local authorities indicate that the crisis is over. Should the need arise, we also have an Emergency Evacuation Plan that, depending on the situation, will move the students to a safe location on campus, or at our prearranged alternate site, that being, Holy Name of Jesus Church/School on Petersville Road in New Rochelle. In responding to any emergency created by outside sources, we 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. Be assured that your son will not be released from school unless these emergency agencies have declared it safe to do so and the areas to which he will be going are declared safe.

During a Lock Down situation, students will be released only to a parent, guardian, or designated guardian authorized by you 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 an area where they will sign your son out. Your son will not be released to any adult designee whose name has not been listed on your son's EMERGENCY DATA CARD. Parents that carpool should be sure to include each other's name as designees with sign out capabilities. In the event of a crisis, you can keep updated by checking our website at www.salesianhigh.org or you may also call the school at (914) 632-0248.

You must fill out the EMERGENCY DATA CARD and update this information 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. Changes will not be made over the phone. Please make a copy this PLAN for your workplace or any other convenient location.

J. FINANCIAL POLICIES

1. Parents/Guardians and students attending Salesian High School have contracted for educational services and agree to pay for these services. Salesian High School recognizes that parents/guardians are the individuals legally responsible for all financial expenses incurred when a student is enrolled at Salesian. Unfortunately, it is usually the student and his educational well-being that are affected if these educational services are interrupted because of a failure to keep these financial agreements. The Business Manager 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.
2. Tuition Account Arrears:
 - ◆ Accounts that are delinquent for two (2) months will be contacted by the Business Office.
 - ◆ The Principal will send a notice of the date for academic suspension. This would mean the student would not be admitted to classes or any school activities during this period. These days would only be recorded as school absences and not disciplinary suspensions on any records.
 - ◆ Students may be dismissed from Salesian if payment or a plan for payment is not made within one week of the suspension of services.
 - ◆ No transcripts or information regarding a student whose account is in arrears will be released without the explicit approval of the Business Office. All requests for this information will be referred to the Business Office.
3. Students will not be allowed to pick-up state-loan textbooks or buy any books at the beginning of the school year, if:
 - a. There are still outstanding accounts payable from the previous school year and no satisfactory arrangements have been made with the Business Manager; or
 - b. The first tuition payment due on July 5TH has not been paid in full.
4. **Students will be refused admittance to semester or final examinations if financial accounts are not paid up to date** or some other arrangements have been approved by the Business Manager. This could jeopardize the credit earned for this period, and could even result in the loss of all credit for a quarter or semester or school year. Seniors will not be able to participate in the graduation exercises.
5. A non-refundable late fee of \$100.00 will be charged to any student presently enrolled in the school and who

- fails to register for the next school year by the designated date.
6. The school will impose late fee penalties on those students who do not make tuition/fee payments by the due date.
 7. Students and their parents 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.
 8. **There will be a \$25.00 fee for any check returned by the bank.**

K. FIRE DRILLS

1. **In General:** Fire drills at regular intervals are required by New York State Education Law #807, and are important safety precautions. It is therefore, important that the following rules for fire drills be observed promptly and exactly. **Naturally, pulling a fire alarm without cause 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. Walk briskly, but do not run. Proceed in lines. The first students to reach the outside doors are to 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 that has 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, follow the directions for the classroom you are in at the time (see #3 following). Every student is responsible for knowing the correct route from all the classes he attends.
- e. Evacuation of the building should take place without stopping for hats and/or coats.

2. **Students in Physical Education Classes or at Lunch:** When the fire bell sounds, all students are to go to the area in front of the gym. This applies also to students at lunch, physical education class, or in chapel. Stairwells and corridors should be kept open to traffic. Do not block stairwells or corridors with yourself, books, or other belongings.

3. Evacuation of the Individual Classrooms:

Room 101, 102, - Exit into the student lobby and exit by the door next to the bookstore.

Second Floor: Room 202, & 203 - Exit down the EMERGENCY North Stairwell on the Chapel Side of the building

Second Floor: Room 201 & Offices – Exit out main entrance of school at the south end of the building.

Room 301, 302, & 303 - Go down main stairwell.

Room 304 & Library - Go directly down the main stairwell (library side of the building).

Room 305 – Exit your room to the right and go down North Stairwell (Chapel side).

Room 306, 307, 308, 309, & 310 - Go directly down the north stairwell (chapel side).

Bio Lab, Chem. Lab, 401, 402, 407, & 408 - Go directly down the main stairwell.

Room 404, 405, 406 - Go directly down the north stairwell. Bear to the left of the stairs.

Flaherty Hall and Weigand Center – Exit building at nearest egress

L. MISCELLANEOUS

1. **Interscholastic Athletic Program:** Salesian's Sports 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.

4. **Transcripts:** Once a student has left Salesian, requests for transcripts to be sent to colleges or universities must be made in writing or requested in person. No transcript requests will be taken by telephone. Transcripts

will have a service charge of \$5.00. Transcripts will not be sent out without payment of the service charge.

5. Non-Discriminatory Policy: Salesian High School is an all-boys school. As a 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.

6. 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.

SALESIAN HIGH SCHOOL INTERNET SAFETY and 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) 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 e-mail 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 Smart phones 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 Wi-Fi 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 WRITING RUBRIC

A	<p>The writer's attitude: "I worked very hard on this assignment. It's my best work." The WRITING PROCESS was followed PERFECTLY. No SPELLING or GRAMMATICAL ERRORS appear. Paragraphs are DEVELOPED and COMPLETE. The writing is CLEAR and EASY TO READ. Ideas are ORIGINAL. Extra EFFORT and CARE are evident.</p>
B+	<p>The writer's attitude: "I worked hard on this assignment. I want a good grade." The WRITING PROCESS was followed correctly. One or two SPELLING or GRAMMATICAL ERRORS at most appear. Paragraphs are DEVELOPED and COMPLETE. The writing is CLEAR and EASY TO READ. Ideas are CLEVER. EFFORT and CARE are evident.</p>
B	<p>The writer's attitude: "I'm not willing to put a <i>lot</i> of time into this assignment. I think I did well enough." The WRITING PROCESS was followed correctly. Few SPELLING or GRAMMATICAL ERRORS appear. Paragraphs are DEVELOPED and COMPLETE. The writing is mostly CLEAR and EASY TO READ. Ideas are GOOD. Some EFFORT and CARE are evident.</p>
C	<p>The writer's attitude: "I put very little time into this assignment. With luck, I won't fail." The WRITING PROCESS was followed fairly well. SPELLING or GRAMMATICAL ERRORS were not all corrected. Paragraphs are SKIMPY and not COMPLETE. Some sentences are CLEAR and EASY TO READ. Ideas are UNINTERESTING. Little EFFORT is evident.</p>
D	<p>The writer's attitude: "I don't really care about this assignment. I just want to hand this in and get it over with." The WRITING PROCESS was not followed correctly. Many SPELLING or GRAMMATICAL ERRORS. Paragraphs are SKIMPY and not COMPLETE. Few sentences are CLEAR and EASY TO READ. Ideas are UNINTERESTING. No EFFORT is evident.</p>
F	<p>The writer's attitude: "I want to spend virtually no time on this assignment. I don't care about my grade." The WRITING PROCESS was not followed. Many SPELLING or GRAMMATICAL ERRORS. Paragraphs are SKIMPY and UNDEVELOPED. Few sentences are CLEAR and EASY TO READ. Ideas are UNINTERESTING. No EFFORT is evident.</p>

STUDENT AND PARENT ACCEPTANCE

PARENT ACKNOWLEDGMENT:

Parents, custodial parents, and or legal guardians are advised that enrollment at Salesian High School is acknowledgement of the acceptance of the terms, conditions, rules and regulations and all other requirements set forth in the Parent/Student Handbook of Salesian High School.

STUDENT ACKNOWLEDGMENT:

Students acknowledge that enrollment at this school constitutes that he and his parents have read the contents of the Salesian High School Parent/Student Handbook and that they understand the policies, rules, regulations, and requirements that the school has presented and understand that they will be dutifully enforced. Also, as evidenced by enrollment and by the student's registration and subsequent attendance at this school, he agrees to abide by the policies, rules, regulations and all requirements of the school during enrollment at this school and after such enrollment ends as a result of graduation, voluntary withdrawal, or involuntary dismissal. The student must be aware that his actions both in school and outside school reflect on himself and the school that he attends. Any transgressions, both inside or outside of the school grounds that reflect badly on the good name of Salesian High School will lead to disciplinary actions.

By enrollment at Salesian High School, parents/guardians and students are expected to follow all rules and regulations. The Principal is the final interpreter of these policies. Failure to abide by these rules will result in dismissal.