

ST. CATHARINE ACADEMY
STUDENT / PARENT AGENDA BOOK
2018-2019

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ALMA MATER

Our Alma Mater, cherished dear,
Where standards high are raised
Where we learn each morn with a love newborn
Of God's eternal ways.
We'll stand ever firm to our faith divine
To our colors always true
For all that they mean, we'll strive and dream
The Gold, the White, the Blue.

St. Catharine's High, we sing your praise
While our voices rend the sky.
We love each ideal that you have taught
And we'll live them as years go by.
We pledge our allegiance evermore
With a love that grows each day.
The theme of our song we'll feign prolong
Our own dear S.C.A.

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INTRODUCTION

St. Catharine Academy is:

- Sponsored by the Sisters of Mercy
- Faithful to the inspiration and legacy of Catherine McAuley, the founder of the Sisters of Mercy
- Committed to breaking the oppressive cycle of poverty through the education of women.

Our Commitment

We are committed to:

- the Gospel
- the Catholic tradition
- the educational values of the Sisters of Mercy
- Academic excellence
- Women's leadership
- Respecting ethnic and cultural diversity
- Service to others.

Our Vision

We place a particular priority on the need for a relationship with God:

- to counter prejudice by valuing the dignity of each person
- to create peace in our world by addressing violence and exploitation.

Our Beliefs

We believe in the following values:

- Collaboration
- Compassion and service
- Educational excellence
- Concern for women and women's issues
- World vision and responsibility
- Spiritual growth and development.

Our Credentials

St. Catharine Academy:

- is chartered by the Board of Regents of the State of New York
- is accredited by North Central Association, Commission on Accreditation and School Improvement
- is in association with the Mercy Secondary Education Conference
- is in association with the National Catholic Education Association
- follows the requirements of the New York State Education Department

History of St. Catharine Academy

The Sisters of Mercy, founded by Mother Catherine McAuley in Dublin, Ireland, opened an academy in the Washington Heights section of New York City in September 1889. The classes included were grades 1 through 12. At that time, the first Academy resembled the large estates which surrounded it.

Toward the end of the century as registration increased, the Sisters erected a new building across the street at 539 West 152nd Street. In 1900 the University of the State of New York granted a Regents charter to the school.

The rapid growth of the area and the great increase in enrollment showed the inadequacy of the accommodations. The elementary grades in the Academy were discontinued and these classrooms were used for high school students.

Facilities were not sufficient even with this change. It was then necessary to build a much larger school. In the fall of 1953 the old building was sold and the Academy moved to its present location at 2250 Williamsbridge Road. The school continues to undergo a series of renovations and improvements.

The faculty members who instruct these students are dedicated teachers who bring to the students their spirit of enthusiasm, concern for each person, professional excellence and support of Christian values.

St. Catharine Academy prides itself in the ongoing success stories individually lived out by the 8,000 alumnae over the past one hundred years.

Accreditation

St. Catharine Academy is chartered by the Board of Regents of the State of New York and is accredited by the AdvancED North Central Association, Mercy Secondary Education Association and the National Catholic Education Association. Programs for each student are planned to meet the requirements of the New York State Education Department.

INTRODUCTORY STATEMENT

Once students have met the necessary admission requirements and have been accepted in St. Catharine Academy, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents/guardians must always be mindful that attendance at St. Catharine Academy is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school. Students are expected to conduct themselves in such a manner as to be a credit both to themselves, their families and their school.

In order to protect its standards of scholarship, discipline and character, St. Catharine Academy reserves the right while students and parents/guardians concede the right, 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. By the student’s attendance at the school, a student and her parents/guardians acknowledge the important obligations and restrictions contained in the agenda book and agree to be bound by the terms of the agenda

book. Students attending St. Catharine Academy relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech 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 prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another right that a student and her parents/guardians forfeit when they decide to have a student attend this school is the right to sue the school, the Archdiocese of New York, the Sisters of Mercy of the Americas or their Mid-Atlantic Community, school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this agenda book. Each student and her parents/guardians, by their acceptance of enrollment at St. Catharine Academy agree to and accept the school's rule and policy that students, parents/guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this agenda book. Students and parents/guardians agree that any challenge to any school academic or disciplinary action relating to the rules, regulations, procedures or programs covered in this agenda book may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this agenda book. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and her parents/guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents/guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Code for Student Conduct" section of this agenda book. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and her parents/guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Dear Parents,

Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material. It is found in floor tiles. It is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern.

Recently, because of that concern, the Federal Government asked every school in the country to conduct an inspection for all asbestos-containing materials.

The annual inspection of our school revealed all asbestos containing materials are in priority III condition indicating that only ongoing inspections are needed to assure proper maintenance for the future. Asbestos records may be viewed at school. Please contact the school Main Office for information.

The archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations) and will continue with its commitment to provide a safe environment for all our students and employees.

Sincerely,

Ann M. Welch, RSM
Principal

Dear Parent and Guardian:

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year. St. Catharine Academy is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72-hours following an application;
- Anti-microbial products;
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gel and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetra hydrate;
- The application of EPA designated bio pesticides;
- The application of EPA designated exempt materials under 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets.

In the event of an emergency an application is necessary to protect against an imminent threat to human health. A good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur at SCA, please contact the main office.

Please feel free to contact me for further information on these requirements.

Sincerely,
Ann M. Welch, RSM
Principal

PART I – ACADEMIC GUIDELINES

Admissions

Entrance Exam

Admission to the ninth grade is based on successful performance on the Test for Admission into Catholic High Schools (TACHS), a positive review of school records for grades 6, 7, 8 and the student's expressed desire to attend the Academy.

Transfer Students

Upper class students are accepted on the basis of credits earned in academic subjects, test results, personal motivation and favorable recommendations from the student's previous school. Admission to upper classes is processed through the Guidance Office and dependent upon availability of space in that grade.

Scholars Program

St. Catharine Academy Scholars Program is based in the Mercy tradition of pursuit of academic excellence, strong positive character building, personal responsibility, global understanding, leadership and service. This program provides a rigorous and relevant academic curriculum, combined with extracurricular enrichment and service, to top- ranking students who will graduate well-equipped for college.

Academics: Scholars will be required to take Honors or AP level courses in English, Math, Science, and Social Studies, three years of a Modern Language, and four years of Theology.

Enrichment: Students will have learning opportunities with institutions that focus on history, science, culture and the arts, providing access to the diverse cultural life of New York City.

Financial: Scholars will receive a scholarship at 55% of the current tuition, renewable for 4 years.

Qualifications for Scholar Selection

- Students must take the November TACHS.
- Student ranks among the top in academics in her 8th grade graduating class.
- Student's 6th, 7th, and 8th grade academic record, attendance and conduct are exemplary and consistent.
- Student scores above the 92% on the TACHS

Qualifications for Scholar Renewal

- Student must maintain an overall 94% weighted average in academic classes at the end of the year.

Program of Studies

St. Catharine Academy diplomas are issued to graduates who fulfill all requirements.

Courses	Class 2019– 2020-2021-2022	
	Regents Diploma # of credits	Advanced Regents Diploma # of credits
Theology	4.0	4.0
English *	4.0	4.0
Social Studies *	4.0	4.0
Mathematics *	4.0	4.0
Science	3.0	3.0
Modern Language *	1.0	3.0
The Arts	1.0	1.0
Physical Ed/Health	2.5	2.5
Guidance	.5	.5
Electives	3.5	2.5
Service	100 hours	100 hours

Elective courses are offered to Grade 11 and Grade 12 students in Social Studies, Math, Science, Modern Language and Visual Arts.

Regents Assessment Requirements		
Assessments	Regents Diploma (grade: 65 +)	Advanced Regents Diploma (grade: 65 +)
Algebra Common Core	Yes	Yes
Living Environment	Yes	Yes
Global Studies Common Core	Yes	Yes
English Common Core	Yes	Yes
U.S. History	Yes	Yes
Geometry CC & Alg2/Trig CC	No	Yes
2 nd Science	No	Yes
Modern Language	No	Yes

- Student must participate in the Scholars Program Curriculum below.
Honors/AP English , Honors or Advanced level Math , AP Social Studies
Regents/AP level Science and Modern Language
- Student must complete 10 hours of Board level community service each year beyond her school required service.
- Student must graduate with an Advanced Regents Diploma.
- Student must maintain an exemplary behavior record.

*Depending upon scholarship, there may be additional requirements.

The Advanced Placement (AP) Program

- Colleges will grant credit and/or advanced standing to students who score well on these exams.
- SCA offers AP courses in American Government, Biology, English Literature, English Language & Composition, U.S. History, World History, Calculus, Spanish Language, Spanish Literature and Studio Art.
- Students enrolled in Advanced Placement classes take the AP test in May.
- In AP courses that are in succession, a student must earn a score greater than 1 to qualify for the next class.

St. John University College Advantage program (CAP)

www.stjohns.edu/college-advantage.

• **To be eligible to enroll in the program, a student must be a senior with an 80% cumulative average in the five academic subjects, SAT score of 1000 or better and an ACT equivalent score is 21 composite score. Juniors need 85% overall average, a PSAT 1000 or higher, and an ACT of 21.**

Class Withdrawals

If a student withdraws from a class after the class is in session three weeks, a withdrawal grade will be assigned. The first semester withdrawal date is **September 27, 2018**; the second semester date is **February 22, 2019**.

Report Cards

- Will be available electronically through the MMS portal.
- For our convenience, a printed copy will be given to you at Parent Teacher conferences.
- Your final report card will be picked up on June 28th. They will not be mailed home. It is considered a day of attendance.

Rank in Class

- Rank in class is based on the student's weighted year-end average in each course.
- Honors and Advanced Placement courses are given an additional weight according to course difficulty.

Weighted average

- In a regular course, a year average of 85 equals 85.0000.
- In an honors course the year average is multiplied by 1.05 and a grade of 85 x 1.05 equals 89.2500.
- In an AP course the year average is multiplied by 1.10 and a grade of 85 x 1.10 equals 93.5000.
- All course averages are then added together and divided by the number of courses and the result is the weighted final year average.

Honor Roll

- First Honors requires a quarterly average of 92.0000%.
- Second Honors requires a quarterly average of at least 88.0000%.

- No grade, including semester exams, can be lower than 70.0000%.

Regents Exams:

NYS requires:

- A passing grade of 65 in English Common Core, Global History, Algebra Common Core, US History and one Science exam.
- Please note, Regents exams are included in course averages.

Year-End Course Failures

- A passing grade is 65 or above. Failing is 64 or below.
- A student failing a subject at the end of the academic year will be required to get summer school credit.
- A student failing three or more will be subject to dismissal.

Summer School Policy

Any student failing any subject must go to a full session summer school and pass the subject. It is strongly recommended that a student failing a required Regents assessment attend a full session summer school and retake the exam in August.

If a student has a year to date average in the course above 80 and
 -she retakes the Regents as a walk-in or
 -by taking a crash course and she fails the August exam,

she will be placed on Academic probation for the first semester of the 2018-19 school year. She will remain on probation until she passes the required exam. This also applies to students who do not retake the Regents exam at all.

School-Wide Expectations for Classroom Participation

Respectful Attitude

Students are encouraged to:

- be courteous toward everyone in the classroom
- raise their hands to participate in discussion
- listen respectfully to the teacher
- respect the opinions of others.

Students are expected to:

- be prepared for every class and behave in an appropriate manner
- follow the directives of the teacher or proctor
- be seated quietly when the bell rings
- have coats or jackets in lockers
- contribute to a positive school climate
- not have drinks or food in the classroom or in the hallway
- hand in their phone to their period 1 teacher.

Unproductive Classroom Behavior

Unproductive behaviors will result in disciplinary action for not on task when a student:

- does not bring materials or iPad to class or reads non-class materials during class
- does not take notes or do the assigned activity when expected
- copies someone else's homework during class or does work for another class
- does not do assignments for the teacher
- fools around or engages in unnecessary interactions with other students.

After a warning a student will be cited for excessive talking when she continually talks:

- after class begins, during lecture, note taking or while notes are being given
- while other students are speaking or a question is being answered
- about unrelated matters other than the task during a quiz, a test or group work.

After a warning a student will also be cited for the manner in which she talks if she:

- becomes argumentative or interrupts the teacher or other students repeatedly
- makes inappropriate, audible comments aloud or under her breath
- turns to people around her and talks, whispers or mumbles continually
- begins a discussion without raising her hand and being called on
- shouts out, makes comments or continues discussion after being corrected.

Preparation for Class

Students should:

- have all materials required for class i.e. iPad and other materials required by the teacher
- have required reading materials for all classes
- arrive with the proper hall pass if late for class.

Guidelines for Students during a Coverage Period

Students must:

- bring appropriate texts and materials to every class
- do the given assignment during class time and homework if directed.

Materials

Students are required to:

- care for supplies and equipment and use them safely
- clean their areas of the gym, art, science or computer rooms
- obey all rules and directions during lab, physical education and computer classes
- fulfill the disciplinary consequences for misuse of materials.

Participation

Class participation and preparedness are essential and are incorporated into the final grade.

Plagiarism

Plagiarism is the intentional or unintentional use of another person's work, words or ideas without giving credit to the source of that information. It is any taking, copying, or rephrasing of material that is another person's work (including but not limited to: web pages, books, songs, articles, poems, conversations, interviews, emails, film, TV shows, PowerPoints, artwork, blogs, anchor papers/essays from Regents, College Board, and test prep websites, podcasts, or any other medium) without accurately quoting and/or citing a published source as outlined by MLA 8th Edition.

This includes any outside research that goes beyond the scope of discussion in class, statistical data, and/or connection to the assigned task. Examples of common knowledge that do not need citations include dates, proverbs, or common sayings. Ex: World War I began in 1914. It is any written academic dishonesty without proper citations or source information. In addition, paraphrasing incorrectly is the most common cause of unintentional plagiarism. Paraphrasing is restating another writer's ideas or observations in the same order as the original but is usually shorter.

The school-wide policy on plagiarism considers plagiarism to include definitions, phrases, paragraphs, or full texts that are not the student's own thoughts/words/syntax if not accurately cited.

Upon finding any instance of plagiarism as outlined above, the teacher will not finish reading/correcting the assignment at hand. An automatic grade of zero will be assigned.

Copying Homework is not considered plagiarism but is understood as cheating. Students receive a zero for copying homework. Collaborative work or students "helping" each other will be recognized as copying.

Consequences for Plagiarism and Cheating

- First offense = a grade of zero and parent notification by teacher.
- Second offense = a grade of zero, suspension and a parent conference with the Assistant Principal of Academics.
- Third offense = a parent conference with the principal and dismissal.

*Plagiarism and cheating offenses will be considered when determining eligibility into the National Honor Society.

National Honor Society

Students are eligible for membership in St. Catharine Academy's Mercy Chapter of the National Honor Society upon review of their 9th, 10th and 11th grade averages and completed school service hours. To be eligible for membership in the Society, students must meet requirements in academics, leadership, character and service to school and community. They cannot be on any probation.

All honor societies will have an application process and be approved.

Requirements

Acceptance is judged by academic achievement. The student must maintain a:

- weighted cumulative average of 88.0% for 9th, 10th and 11th grades
- weighted cumulative average of 88.0% for the first two quarters of 12th grade
- passing final average in each course.

The Four Pillars of National Honor Society

Current members and eligible students are to follow the four pillars of distinction. They are Scholarship, Leadership, Service (a completion of 40 per year in NHS), and Character.

Dismissal Procedure

Dismissal procedures are outlined in the NHS handbook and student contract. It is based on failure to comply with NHS rules, regulations and standards.

English Honor Society

Membership in NEHS is an honor bestowed on individuals selected for their accomplishments in the field of English and in overall academic achievement. The NEHS Constitution sets forth as minimum requirements for active membership the following:

- attendance at the school the equivalent of one year prior to being considered,
- completion of the equivalent of two years of English prior to induction as members,
- the achievement of a minimum overall GPA of 88% and English grade point average of a 90% prior to induction as members, and
- completion of school service hours by September 23rd of the induction year,
- completion of an essay by a certain due date,
- no probation status.

Spanish Honor Society

Requirements for Membership:

- Enrollment in a third year language course,
- an average of 90% for each year of language study,
- GPA of at least 80% for every year of study,
- service component,
- complete an essay given by the moderator,
- no probation status.

BETA Honor Society

Requirements for Membership:

- must be a member of the National Beta Club,
- must take 4 years of math and science, which must include Physics and Robotics for science and math must include AP Calculus, Pre-calculus or college algebra by senior year,
- a GPA 85% or higher,
- 10 volunteer hours per year they are in the society.

Department Grading Policies

MMS Progress Postings

- Multiple choice tests or quizzes will be posted within four school days.
- Essays and short answer tests taken in class will be posted within **seven** school days of the due date.
- Projects, portfolios, term papers, and science labs will be posted within **seven** days of the due date.
- The projected posting dates are:
First quarter: **September 21, October 5 and October 19**
Second quarter: **November 9, November 30 , December 14, January 11**
Third quarter: **February 8, February 22 and March 8**
Fourth Quarter: **April 5, May 3, May 17 and June 7**

Website Assignment Postings

- Tests will be announced and posted four days before being administered.
- Quizzes may be announced the day before being administered or may be administered unannounced.
- Projects and papers will be explained and the due date posted at the time of instruction.
- Homework postings must be up to date.

Homework Policy

- Absentees must make up daily homework the day/class after their return to school.
- Students with an extended absence of three or more days must make an arrangement with the individual teachers. All homework is expected to be completed within seven days of the student's return to school.

Test/Assessment Make-up Policy

- Students who have been absent must make arrangements for a mutually convenient time for making up missed tests or quizzes before or after school or during the student's lunch period, when possible, with individual teachers on the day they return to school. If no time is mutually convenient, the student can take the test after school in the detention hall. Failure to make up the work within two days will result in a grade of zero. However, extended documented absence will be handled on a case by case basis.
- Subject teachers must not detain students beyond their instructional period to make up assessments and cause students to be late or absent for other classes.

Minimum Assessments per Quarter

- **There should be a minimum of six assessments by the report card.**
Each department has outlined department expectations and grading policies

ART DEPARTMENT ASSESSMENT PLAN

SUBJECT CLASS: EXPLORING VISUAL ARTS & ART ELECTIVES

	Grade 9 Art	Art Electives
Class Projects	70%	---
Portfolio Organization	10%	10%
Quizzes	10%	---
Homework	10%	20%
All projects	---	70%

HUMANITIES DEPARTMENTS' ASSESSMENT PLAN

DEPARTMENT	50%	30%	20%
ENGLISH	Major Tests, Major Writing Assignments and Projects	Quizzes/Minor Writing Assignments	Homework/ Preparation for Class
MODERN LANGUAGE LEVEL 1, 2, 3	Major Tests	Quizzes/Homework/ Class Participation	Reports/Computers/Research Paper/Projects/Portfolios
SOCIAL STUDIES	Major Tests/Projects/Reports	Quizzes	Homework/Class Work
THEOLOGY	Tests/Major Projects	Quizzes, Essays, Minor Projects	Homework/Class Work Reflection

MODERN LANGUAGE DEPARTMENT ASSESSMENT PLAN

SUBJECT CLASS: ADVANCED PLACEMENT SPANISH LITERATURE

Advanced Placement Spanish Literature	Percent in grading
Major Tests/Unit /Comprehensive	25%
Written journals/Essays	25%
Portfolios- Esquemas	25%
Quizzes	15%
Homework/ Class Participation	10%

SUBJECT CLASS: ADVANCED PLACEMENT SPANISH LANGUAGE

Advanced Placement Spanish Language	Percent in grading
Major Tests/Unit /Comprehensive/Quarterly Exams	25%
Written journals/Essays	25%
Oral Journals / Presentations	25%
Quizzes/Homework	15%
Class Participation	10%

MATH AND SCIENCE DEPARTMENT ASSESSMENT PLAN

DEPARTMENT	60%	30%	10%
MATH	Major Tests	Quizzes	Homework/Class Participation
SCIENCE	Major Tests	Quizzes, Labs, Graded Assignments	Homework/Class Work/Class Participation

*Science teachers will use lab folders for proof of required hours necessary to sit for Regents exam.

PHYSICAL EDUCATION/HEALTH DEPARTMENT ASSESSMENT PLAN

Tests	20%
Demonstration of skills learned during a specific unit	20%
Overall preparation, participation and attitude	60%

PART II PARENT RESPONSIBILITIES AND STUDENT BEHAVIOR

Attendance Policies

Objectives

The objective for good attendance is to have students be successful in their academic performance and maintain positive records for college and employment opportunities.

Legal and Illegal Absence

Legal Absence: sickness, illness or death of relative, impassable roads or weather, religious observance, court appearances, attendance at health clinics and approved school/college visits.

Illegal Absence: truancy, visiting, vacation, shopping, needed at home, caring for siblings, work, overslept etc.

Attendance/Lateness and Course Credit

Students absent 13 or more days in a semester or 26 days in a school year without adequate and acceptable documentation will undergo an attendance review to determine whether course credit will be forfeited.

Excused Lateness: Medical issues require a doctor or dentist's note to be submitted to the attendance office when reporting to school. All other reasons are considered unexcused.

Excused Lateness Due to Chronic Medical Condition

Students who are late due to a chronic medical condition must follow the following procedure in order to obtain an excused medical lateness:

- the school nurse will explain the kind of medical documentation needed
- the medical documentation must be provided at the beginning of each academic quarter
- the Assistant Principal will begin the medical lateness exemption when notified by the school nurse. The exemption will be withdrawn if the documentation is not kept current each quarter.

Procedures for Reporting Absence

- A parent/guardian notifies the attendance office by calling 718-882-2882 ext 122 or by leaving a message on the answering machine by 9:00 a.m.
- The student must submit an absence note to the cafeteria with date of absence, reason for absence and a parent or guardian's full signature in **ink**. The absence note cannot be faxed or emailed.
- Absence notes are only accepted during **lunch and are placed in the bin on the lunch desk with Mrs. Keelin**. Any absence note handed in after lunch will not be accepted. In addition to the absence note, a Doctor's note must be turned in for it to be excused. **A parent note is the official documentation**. A doctor's note will not substitute for a signed parent note. Doctors' notes are filed in the student's medical file.
- Detentions will be issued for not handing in notes.

Late to School

Students are permitted 12 lateness per year. The only excuses accepted for lateness are medical and dental notes submitted at the time of arrival. A student who reports to school after 8:30 a.m. must:

- sign in
- write her name on the late pass
- report to class within four minutes of signing in.

Lateness due to transportation problems may be excused at the discretion of the Assistant Principal of Student Services. The student must have documentation from the MTA.INFO for delays. Overcrowded buses do not count as an excuse.

Lateness to Class, Homeroom or Lunch

Students who arrive late to class, homeroom or lunch without a pass will receive a one hour detention for being late and an additional detention if more than twenty minutes late.

Excused Early Departure

Excused early departures include:

- sickness
- court appearance
- attendance at health clinics, medical or dental appointments.

With the exception of illness determined by the school nurse, students may have no more than three early dismissals per year. Only students who submit documentation of a doctor/dentist appointment will be excused for leaving early for medical reasons. A doctor's note must be presented upon return. No appointment card will be accepted. With the third early dismissal the student will be notified. After this warning, students will be marked with an EED code (excessive early dismissal) and will be given a detention for every early dismissal thereafter.

Procedures for Early Departure

- The school nurse, not the student, will notify the parent or guardian if a student must go home due to illness. A detention will be issued if this practice is not observed.
- A written note from a parent or guardian stating the reason and the time of departure must be presented to the Attendance Director in the main office before first period class on the day of early departure. If a parent or guardian is unable to pick up the student, she will be sent home by taxi at the student's expense.
- The school discourages early departures and requests that families arrange medical and dental appointments, job interviews and applications for driver's license, etc. either after school hours, on Saturdays or during vacation periods. Families are encouraged to schedule appointments after school, on days off or on early dismissal days.

Sanctions for Poor Attendance and Lateness

A student:

- who is absent from school may not attend any after school activity that day. **This includes any practice, game, Driver's Education or school function.**
- who is absent is responsible for all missed class work, assignments and tests
- **will be put on probation if she has more than:**
 - three lateness or absences at the end of the first quarter**
 - three lateness or absences at the end of second quarter**
 - six or more lateness or absences at the end of the first semester**
 - three lateness or absences at the end of the third quarter**
 - nine or more lateness or absences at the end of the third quarter**
 - three lateness or absences at the end of the fourth quarter**
 - twelve or more lateness or absences at the end of the school year.**

Once improvements are made, a student may be removed on a quarterly/semester basis.

Notification to Parents/Guardians

The Assistant Principal of Students will send out an IRIS alert alerting you if your daughter was not called in or if she arrived late to school.

Pregnancy Attendance Policy

A student who is pregnant must:

- consult with the principal and her parent or guardian to determine an appropriate attendance arrangement
- submit a letter from her physician, informing the school of any necessary health-related arrangements that the physician recommends.

Arrival at School

Students will be admitted into the building via the main entrance on Williamsbridge Road or the rear entrance on Laconia Avenue after 7:00 a.m.

Students:

- must be in full uniform
- must go to their locker before going to the cafeteria or Information Center
- cannot hang out in hallways
- are not permitted to have jackets or coats visible in the cafeteria or classroom.
- may go through the cafeteria line from 7:00 a.m. to 7:45 a.m.
- may not leave the building after arrival unless they get permission from an administrator or the main office

Departure from School

Students:

- use the Laconia Avenue rear exits only
- remain inside the gates if waiting for a friend or a ride
- must be in completed uniform. If the student is going to a job right after school, they must see the Assistant Principal of Student Services to change.

Traffic Courtesy and Safety

To ensure student safety:

- be cautious when leaving the building; cross at corners with the green lights
- do not use the circular drive on the Williamsbridge Road entrance in the morning
- do not block driveways by loitering or entering or exiting vehicles.

Dress Codes

Dress codes and jewelry restrictions help create an atmosphere conducive to learning and minimize disruptions attributable to attire, personal appearance and conduct. Dress codes and jewelry restrictions support the learning environment of the school, as well as prepare the students to enter the work place where rules regarding dress and appearance are frequently encountered. Overall student appearance must reflect the school's mission promoting self-respect, dignity, professionalism and a positive public image.

SCA Uniform:

- Navy blue long-sleeved V-neck cardigan sweater or navy V-neck sweater vest with logo.
- Short sleeve or long sleeve white, grey or **navy** banded polo shirt with SCA logo.
No long sleeve shirts are allowed under the short sleeve polo shirt.
- Gray slacks for 9th & 10th graders & navy slacks with scripted SCA logo for 11th & 12th graders.

Optional items

- Blue pin-striped cotton kilt (2-3" above the knee) may be worn in September, October, May and June. If a student chooses this option, she must also wear solid white tights and black shoes or white sneakers. No thigh highs or knee highs are permitted.
- The SCA fleece jacket and the "C" sweatshirt in blue or the yellow pullover may be worn in school, but not with the hood up.
- If the sweatshirt is worn, the school polo must be worn underneath.
- If the polo is not worn, detentions will be issued. Failure to follow the rule, will result in losing the privilege.

Footwear

Students may wear:

- solid black shoes or sneakers with no decoration or logo with the school slacks.
- solid black shoes or white sneakers with the blue pin-striped cotton kilt. No boots can be worn with the kilt.
- No boots including UGGs may be worn with the uniform. Boots must be kept in the student's locker.
- Flip flops, sandals and slides are never permitted.

Unacceptable items

- Scarves and hats may not be worn in school. This includes dress down and casual days.

Uniform Company

Please direct all questions regarding the purchase of uniform items to:

Flynn & O'Hara
174 Westchester Avenue
Bronx, NY 10461
1-800-441-4122

Uniform passes

Students must see Mrs. Keelin at the front desk to use any of the passes explained below-

Each student will have one birthday pass and one emergency uniform card to use when she has an emergency with her uniform. These passes are pre-printed and given to students on the first day of classes. They are to be kept in a safe place. No additional birthday passes or emergency passes will be given.

Each student will have the opportunity to purchase 8 No Uniform Today cards (N.U.T.). They are \$5 dollars and can be purchased from Mrs. Keelin at the front desk the morning you choose to dress down. You are to use them 4 per semester, if you choose to use them at all.

If a student is late to school, she will not receive a pass and will get a detention. In addition, unacceptable dress will not be allowed and passes will not be given. A detention will be given instead.

Unacceptable Dress-up Day Attire

Students:

- may not wear shorts, mini skirts, bare midriffs, crop tops, halters, tube tops, over-ripped jeans or tight-fitting, clothing. If a student wears a dress or skirt, she must wear stockings. Skirts and dresses must be at a reasonable length,
- will receive a detention if inappropriately dressed. **Inappropriate dress is at the discretion of the Assistant Principal,**
- will lose the right to participate for the entire year if not in compliance.

Casual Day Attire

On casual days, students may wear school spirit attire, along with jeans, sweatpants, below the knee pants and sneakers or boots. No skirts, dresses, leggings, shorts, high heels, sandals or flip flops are permitted. A student may lose the right to participate for the entire year if not in compliance with the casual day expectation.

Makeup/Hair

A student's hair should be:

- in a style appropriate for school
- **a natural shade of hair coloring. Bright, neon colors will not be allowed.**

Jewelry

Students:

- may not wear hoop earrings
- may not wear nose, eyebrow or other facial piercings that are excessive in size, vulgar or blatant in appearance and have an unprofessional look to them. Students who do not take out their piercing after they are told to do so will receive detentions, possible suspension and discipline probation.
- may not wear spiked jewelry or any jewelry linked to gang membership or messages that are sexual, obscene or drug-condoning
- are encouraged not to wear expensive jewelry to school.

Athletic Attire

Students on the varsity and junior varsity teams may:

- only wear the team's warm-up jacket and pants during the sport season
- not wear flip flops or other supplemental attire

All sports attire must be blue or gray with a SCA designation only.

Physical Education Uniform

All students must purchase and use the following for each physical education class:

- school shorts
- school tee-shirt
- athletic sneakers with laces.

Grade 12 Uniform Privileges

Students in grade 12 may wear the senior school sweater, as well as their senior casual wear. As a privilege, seniors will have a monthly designated casual day from October through April. Casual day attire must be worn. Failure to do so will result in the loss of privilege. **School polo's must be worn under their casual gear with their uniform.**

School Regulations

School regulations are established to create harmony in the school community and to provide each student with a suitable climate for learning. The code of conduct, firmly rooted in the Mission Statement, reflects these basic principles:

- everyone should be treated with reverence, courtesy and respect
- personal and school property should be treated with respect
- everyone has the responsibility to create a positive and safe learning environment
- each student should be intent to learn, do her best each day and model excellence in all she does.

Anti-bullying Policy

Students have a right to learn in a supportive, caring and safe environment without fear of being bullied. Bullying is an anti-social behavior that is unacceptable and will not be tolerated. Bullying is deliberately hurtful or threatening behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Four types of bullying include:

- physical (hitting, kicking)
- verbal (name calling, racist or sexual remarks)
- social (spreading rumors, exclusion)
- cyberbullying (hostile use of technology to harm another).

Students who have been bullied will be supported by:

- discussing their experience with a guidance counselor or the Assistant Principal of Student Services.

Students who have bullied will:

- discuss their involvement with the Assistant Principal of Student Services.
- be subject to disciplinary action ranging from detention or suspension to dismissal.

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- Use of the school technology is limited to school related activities.
- Infractions of school policy while using school technology will result in immediate cancellation of privileges along with disciplinary action.
- After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Anti Bullying Policy" in the student handbook.
- Students must abide by the rules of network etiquette both inside and outside school.
- Students must sign a contract indicating acceptance of the school's technology policy.
- Parents who sign the Technology Acceptable Use Contract give permission for their child to use school technology for educational purposes. Parents may also deny permission for independent use of the school technology at school.

Standards of Behavior

Saint Catharine Academy sees technology and its on-line electronic resources as an opportunity for the promotion of intellectual inquiry, knowledge and comprehensive information gathering. On-line resources provide access to government documents, social and scientific data, library indexes, professional experts and many other types of information. When used appropriately, on-line resources are a tool for teaching and learning.

The use of St. Catharine's network and internet connection is a privilege, not a right, and can be revoked for any violation of this acceptable use policy. This computer network and internet connection is the sole property of St. Catharine Academy and the administration retains the right to review and edit any material that is accessed, stored and/or printed through its network, internet connections, or school e-mail accounts. Any user who does not comply with the policy will lose network privileges. Unauthorized use of this network will be termed a violation.

Students must abide by the following standards of behavior which include but are not limited to the following:

- The use of school technology is limited to accessing educational information and creating documents that are compatible with the mission of the school.
- Each student will be given a personal school e-mail address and a school computer account. Grades 9 ,10 and 11 will receive iTunes accounts as well. Each student will be held responsible for all content created and stored in her account. Students are expected to use this e-mail address for all academic communication.
- Students are responsible for all their communications. They may not use vulgar, harassing, obscene, threatening, bullying, abusive or sexually offensive language or make statements that are slanderous or disrespectful of any students or adults through e-mail, texting or social networking sites. Students must avoid social networking postings that are personal, embarrassing, mean or hurtful.
- Students may not access websites or download inappropriate, vulgar, sexually offensive materials from any website or e-mail, either in text, pictures or videos.
- Students may not engage in cyber-bullying and are urged to report cyber bullies as advised in the Student Agenda book.
- Students are responsible for protecting their privacy by not revealing their home address, phone number, password or the personal information of other students.
- Students shall respect copyright laws and licensing agreements pertaining to material obtained via the internet.
- Students and parents must be aware that there are legal consequences for the inappropriate use of electronic/network communications as well as school disciplinary action.
- The use of the network for personal profit or gain or in support of illegal activities is prohibited.
- **The school is not responsible for the loss or theft of electronic devices.**
- Vandalism will result in loss of student privilege to use the school's network connection as well as financial responsibility for computer repair. Vandalism is defined as any malicious attempt to harm, alter or destroy data of another user, including the uploading of computer viruses, or other damage to hardware or software.

**St. Catharine Academy
iPad Acceptable Use Contract for Grades 9, 10, 11 and 12**

The iPad program at St. Catharine Academy herein after referred to as SCA provides tools and resources to the faculty and students. Effective teaching and learning with iPads integrates instructional technology into the curriculum at any place and time. It also prepares St. Catharine Academy students for future electronic testing as mandated by the New York State Education Department. Students must abide by the policies of the school as well as this contract to use the iPad to enhance learning in the classroom.

The policies, procedures and information within this document apply to all iPads used by the students at St. Catharine Academy. Teachers may set additional requirements for use in their respective classroom(s).

Above all, the iPad program at SCA is an academic program and the policies governing the use of the iPad are for the support of its academic use.

A. iPad Distribution and Care:

- 1. Students are issued iPads at the beginning of the school year. The iPads are the property of Apple Computer and are leased by SCA. Students are expected to use the iPads in conformity with this contract and the student handbook. Students are responsible for the general care of the iPad they have been issued by the school. Students will be required to use only the official SCA case and must keep their iPads covered at all times. If the SCA case is damaged or abused, a student must purchase a new case at the school store. Failure to maintain a properly covered iPad will result in disciplinary action for the student. iPads that are broken or fail to work properly MUST be taken to the Room 10 for an evaluation of the equipment and repair when needed.**
- 2. Students/parents/Guardians are solely responsible for the care and safekeeping of student iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents/guardians. Please see Section F for more information regarding the Apple Care + Warranty.**

B. General Rules:

- 1. Students must have their iPad covers, and earphones with them at school every day. Students are not to have BEATS headphones. Only small earphones are allowed.**
- 2. Students are responsible for keeping their iPads' batteries charged for school each day.**

3. Students may not remove or circumvent the management system/software installed on each iPad. This includes removing restrictions or “jail breaking” the device. Students who tamper with the device will face strict disciplinary action and may face a monetary penalty to reconfigure the device.
4. iPads MUST always be kept within the protective cases issued by SCA.
5. Only use a soft cloth to clean the screen, no cleansers of any type.
6. Cords must be inserted carefully into the iPad to prevent damage. Students are responsible for replacing cords and cables that are damaged and not covered under the Apple Care+ Warranty,
7. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
8. Students may not remove or alter the “asset tag” located on the iPad’s back cover. The “find my iPhone/iPad” function must be on at all times.
9. Students are discouraged from printing materials in school. Readers, worksheets, and other academic materials are available digitally on the iPad for study and reference.
10. If a student has continual violations of the iPad policy then the student could lose all iPad privileges and may need to return her iPad to SCA.

C. Sound, Music, Games, Pictures or Programs:

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. During the school day, 8:30 a.m. – 2:25 p.m. (or 12:55 p.m. on early dismissal days), earphones may only be used while in school with permission. Permission may be given for use of earphones by a teacher in a classroom. If a student does not have permission to use their earphones then they should not be in a student’s ear.
3. Accessing internet games, game apps, and/or social networks are not permitted using the SCA iPads. Failure to comply will result in disciplinary action.
4. The software/apps originally installed by SCA must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add/update software applications for use in a particular course.
5. Students are not allowed to load extra software/apps on their iPads.

D. Prohibited Use:

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing school rules or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. All communication made by students must be for academic purposes only, and must be authorized by a teacher or school administrator during school hours.
5. Use of websites selling term papers, book reports, and other forms of student work.
6. Use of messaging software or services is prohibited.
7. Spamming: sending mass or inappropriate emails.
8. Gaining access and/or altering to other students’ accounts, files, and/or data.
9. Use of the school’s internet/e-mail accounts for financial or commercial gain for any illegal activity.
10. Bypassing the SCA web filter.
11. Photographing or video recording in school without the permission of a teacher for academic purposes or in support of a school program.
12. Student sharing of their passwords, addresses or other personal information on the Internet without the authorization of SCA.
13. Copying certain internet materials or reproducing materials without the permission of the author or other right-holder.
14. Plagiarizing academic materials.
15. Using or possessing and hardware/software that can be used to hack or take control of another system, especially a system controlled by SCA will not be permitted.

E. Students Responsibility for iPad Use:

1. Students that fail to charge the battery on their iPad or forget to bring the iPad to school on a regular basis will face disciplinary action.
2. Students who need assistance with iPad related software or hardware must report the issues to the Room 10 when they enter the building at the beginning of the school day.
3. Students may use the iPad only for academic purposes in school between 8:00 a.m. and 2:25 p.m. (12:55 on early dismissal days).
4. Students may not use other student’s iPads nor have them in their possession.
5. In consideration for receiving the iPad from SCA, each student and her parent or legal guardian agrees not to sue hereby release, waive, discharges, holds harmless, indemnifies, and defends St. Catharine Academy and the Archdiocese of New York, as we as their respective employees, personnel, staff, volunteers, agents, directors, affiliates,

and representatives, from any and all liability, losses damages, claims, actions and causes of action of every nature from any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the students, parent, legal representative, or any third party, relating in any way to the use of the iPad by SCA to the student.

6. This iPad Acceptable Use Policy applies to SCA students at all time, whether or not the students are in school, as SCA students are school representatives at all times. Parents/Guardians are responsible for monitoring content and student use of the iPads when they are not on in school,

7. iPad devices must remain within the 48 Continental United States and may not be brought to the states of Alaska or Hawaii or any other country. Students that violate this restriction may face disciplinary action and be responsible for any monetary penalty. The aforementioned is a condition of the lease.

8. Individual school iPads and accessories must be returned to St. Catharine Academy at the request of the school when a student leaves at the end of the academic year, graduates or withdraws.

F. Sample Apple Care + Warranty (an updated Warranty will be published when the iPads are delivered))

1. Each iPad comes with 1 year of hardware repair coverage through the iPads limited program provided by Apple Inc.

2. Each iPad is covered under Apple Care + Warranty which extend the warranty coverage for the 2 year period each student will be using the device.

3. Apple Care + Warranty allows to 2 incidents of accidental damage coverage over the 2 years the student has the iPad. This breaks down ideally to 1 incident per year that the student has the iPad. Each incident requires the payment of a \$50 deductible. Students must report any and all incidents to SCA. If an incident occurs during a weekend or holiday period a student may have the iPad repaired at any Apple Inc Store, but still MUST report the incident and repair to SCA upon her return to school.

4. Apple Care + Warranty is issued by Apple Inc. and all claims and assessments will be performed by Apple Inc. in accordance with their practices and policies.

5. Apple Care + Warranty cover the following Hardware Related Issues:

- Your iPad
- Battery
- Included USB cable and power adapter

6. Apple Care + Warranty allow complimentary expert telephone technical support which included the following:

- Using iOS and iCloud
- Connecting to wireless networks
- Questions about FaceTime, Keynote, Numbers, Pages and other Apple-branded iPad apps

7. For additional information regarding the Apple Care + Warranty please visit the following website:

<http://www.apple.com/legal/sales-support/applecare/appleplusforipad.html>

G. Content:

1. Content will be purchased, controlled, updated, and maintained by SCA. Students are not permitted to download any personal content onto the device without the express written permission of SCA.

H. Student ID (Google App's/Apple):

1. Each student will be issued a Google email ID as well as an Apple iTunes Account ID by SCA.

2. SCA will maintain each of these accounts and passwords on behalf of the student.

3. Students may not share their ID or PASSWORDS to these accounts with other students.

4. Google and iTunes accounts issued by SCA should only be used for educational purposes and not personal use.

5. SCA reserves the right to access and monitor all student activities including but not limited to: email, documents, and web history on SCA iPad devices.

Miscellaneous

- If a student forgets her iPad in the morning, she must report to Ms. Antico and receive a loaner. A not on task detention will be issued.
- iPads must be updated when students are told to do so. The app store will also be made readily available through certain window times.
- iPads must remain on a brightness that is viewable by the teacher. iPads are not allowed to be darkened.
- Students may purchase an APPLE PENCIL but SCA will not be liable for it if it is lost or stolen

Cell phone use

Electronic Device (cell phone) use in the School building

- They are permitted in the cafeteria before the 8:25 a.m. bell. Students are not allowed to make phone calls.
- **In the beginning of first period, teachers will collect the cell phones of students in grades 9,10 and 11**
- **Cell phones will be returned when all students return to their first period class after the clean-up bell.**
- **Students in Grade 12 will have the privilege of having the cell phone on them and may use it at lunch.**

Students in Grades 9, 10, and 11 who are caught with their cell phone after period 1 will:

- **have their phone taken away by the Asst. Principal of Student Services**
- **receive 2 detentions for electronic devices and not on task.**
- **be in school suspended the following day.**

Student Life

Athletics

Student athletes are required to:

- demonstrate good sportsmanship
- pass a physical examination after August 15th
- must hand the physical into the nurse before their season begins
- have the proper medical documentation on file with the coach and the athletic director before they participate in practices or games
- wear the standard school warm-up attire on competition days
- complete the service requirement for their grade level before trying out for a team.

Balloon/Flower Deliveries

- No deliveries of balloons or flowers will be accepted at St. Catharine Academy.
- If students bring in balloons for another student, the balloons must stay in the main office during the day.

Behavior in Corridors

Students are encouraged to:

- speak quietly while changing classes
- keep to the right when walking through the corridors and on staircases
- avoid loitering or blocking the corridors and staircases
- change clothing in the gym, fitness room or bathrooms; not hallways.

Birthday Celebrations

Students are encouraged:

- to bring a cake to celebrate with their friends in the cafeteria during breakfast and/or assigned lunch periods only
- to decorate lockers with wrapping paper and sign-up sheets. The Assistant Principal of Student Services has the authority to take down wrapping paper and/or pictures if they are inappropriate.
- to purchase balloons from the SCA BOOKSTORE and tie the ribbon inside the locker so it is not showing with the balloon on top.
- to not tamper with the decorations of their classmates.

Candles are not allowed. Detentions will be given for candle use.

Birthday Passes

Students can receive a dress down pass at the front desk in the main hall until 8:25 a.m. from the Assistant Principal of Student Services on the day of her birthday or nearest her birthday. If the student arrives after the second bell, she will not receive a pass. They will receive a detention and lose the pass.

Cafeteria

All school regulations and the dress code apply while in the cafeteria. All students:

- choose the table where they wish to sit for the year
- must stay at the table they choose. If there is an issue, the Assistant Principal should be notified.
- may not move more chairs to a table
- must report to the library before they go to the cafeteria if they intend to use these resources. They must return to the cafeteria with a pass from the supervising faculty or staff member

- must clean each table before the end of the lunch period. If the table is left messy, all will receive a detention.
- must pick up papers under and around the table
- push chairs under the table when leaving the cafeteria
- must cooperate with and act respectfully towards the cafeteria supervisors
- must keep all left over snacks and/or drinks concealed in their book bags

Student Bookstore

The bookstore, run by Student Council and NHS, is open daily from 7:30 am to 8:15. Students may purchase casual day t-shirts, hoodies, flannel pants and other spirit items. Also available for purchase are: stylus pens, locker décor, rulers, pop sockets, etc.

Delayed Opening/Closing of School

During emergencies including inclement weather, there are times when a delayed opening or a school closing will be utilized. The delayed opening schedule or school closing announcement will be posted on the SCA website and you will **be sent an iris alert**.

Exemptions from Physical Education Classes

Students seeking a medical exemption from physical education classes must:

- provide a written excuse from a doctor
- give the note directly to the school nurse during homeroom
- must complete a written assignment to be completed during that class.

A student may be excused from one particular class period per semester if a written note from a parent or guardian is presented to the teacher before class. Medical excuses that are valid for more than two weeks will be dealt with on an individual basis.

Emergency Evacuations

Twelve fire drills are required each year by NYS law. Students must:

- become familiar with exit routes
- follow the directions given by administration, faculty and staff
- close windows, doors and turn off lights
- report to the assigned area immediately
- leave and re-enter the building in silence
- serve detention for violating rules.

IDs

Each student is required to have an ID card. Students need to present their school ID when asked. The ID regulations state that:

- **students must wear the ID at all times around their neck in a SCA issued lanyard**
- **if the student forgets it, a detention will be issued**
- **if a student refuses to show an ID when asked, the student will get 3 hours of detention and others if warranted**
- it may be requested for admission to any school event
- there is a \$5.00 charge to replace a lost ID card. Students must notify the main office to obtain a replacement ID.
- it must be returned to the office upon termination of enrollment
-

Incoming Telephone Calls

Students may receive a call through the main office from a parent/guardian in an emergency situation only.

Lockers

At the beginning of the school year students are assigned lockers. Students:

- may not share lockers or leave lockers unlocked. If a student is found sharing a locker with another student, both parties will receive a detention and may forfeit the right to have a locker.
- are discouraged from bringing valuables to school. Items such as jewelry, electronic devices or large sums of money are particularly vulnerable to theft
- may only go to their lockers before school, before lunch period, during change of periods and after school
- **must report any problems with lockers to the Sr. Lynn.**

The school is not responsible, nor will it be held liable, for lost or stolen property.

Log of Hall Passes

Students must:

- obtain permission from the teacher to leave the room
- sign out on the Log of Hall Passes.

Lost and Found

Lost items should be turned into the cafe for safe keeping. Jewelry is returned to the main office; cell phones to the Assistant Principal of Student Services.

Restrooms

Students will report to the restroom on the floor of their current class. This includes the mezzanine level. The cafeteria bathroom is off limits during class time except for those at lunch.

Service Requirements

All students, including transfer students are required to complete 100 service hours. It is broken down as follows:

- **35 hours by 9/24/18 for sophomores**
- **35 hours by 9/24/18 for juniors**
- **30 hours by 9/24/18 for seniors**

Transfer students may not submit service hours done while attending a previous school unless documented in writing by the school on official letterhead.

To receive credit for service hours, students need to submit:

- a completed, signed service contract. The Assistant Principal of Student Services must issue approval before beginning community service
- verification of participation on site letterhead with the supervisor's signature and phone number
- a completed Service Attendance Log. The next service paper color is **yellow**.

Incomplete and unsigned service contracts and logs will not be accepted until completed.

Students who are invited to represent the school in a volunteer capacity will receive school service hours.

Visitors

All visitors will enter through the two main doors of the school and will sign the log maintained in the main office. Security personnel will notify the location to which the visitor is going. Groups of students from other schools must be accompanied while in the building. No children are permitted in the building at any time unless accompanied by a parent on official school business.

Affirmation and Discipline Policies

Achievement Assemblies

At the semi-annual achievement assemblies, students are recognized and awarded certificates for achievement in the following categories:

- blue and gold honors
- perfect attendance, punctuality and no early dismissals
- completion of the forty-hour or one-hundred hour service commitment
- special awards

Student of the Month

From October through June students on each grade level are selected as the "Student of the Month." The grade 9 student is presented her award at a grade level assembly.

In Her Footsteps

The "In Her Footsteps" Award is a formal recognition of a student who demonstrates the qualities and achievements that are reflective of the values and charism of Catharine McAuley, the foundress of the Sisters of Mercy. This award is given at graduation

Discipline

Detentions

Students serving detentions:

- must report in complete uniform to the detention room no later than **2:35 p.m.**
- will put their cell phones in a designated area and will not have them on their person.
- will have a working assignment given to them by the detention room supervisor that will be collected at the end of detention.
- must serve detention accordingly. Students have five days to serve.

Failure to be removed from the detention list within five days will result in in-school suspension. Students will be informed beforehand. Students who are placed on in school suspension will miss class for the day and will be responsible for making up the work.

Detention is held each day from 2:35 p.m. - 3:15p.m.

Probation

Probation is a designated period of time in which a student must demonstrate the behavioral changes expected by the school. Failure to make these changes may result in dismissal. Students on probation may not attend:

- clubs meetings and activities
- or participate on a team
- Prom and other senior activities
- school trips.

Disciplinary Probation

Any student, who receives 5 or more detentions in one quarter or a **disrespect faculty or student detentions**, will be placed on probation. A waiver for discipline probation will not be given.

Academic Probation

Students will be put on academic probation if they have two year-to-date failures on their quarterly report card. Seniors will be placed on probation if they are failing one subject.

Attendance and Lateness Probation

Students will be put on lateness and/or attendance probation if they have:

- three lateness or absences at the end of the first quarter**
- three lateness or absences at the end of second quarter**
- six or more lateness or absences at the end of the first semester**
- three lateness or absences or at the end of the third quarter**
- nine or more lateness or absences at the end of the third quarter**
- three lateness or absences at the end of the fourth quarter**
- twelve or more lateness or absences at the end of the school year.**

Parents may obtain a conference with the **Assistant Principal of Student Services** to request a waiver from attendance or lateness probation. This request must be made within one week after the student is placed on attendance probation.

A student cannot receive more than waiver during their time at SCA.

Suspension

A student who is suspended:

- will not be permitted back to classes until the time of suspension has lapsed
- will require a parent conference for re-admittance
- must demonstrate her intention to correct the misconduct
- will forfeit her right to retake any testing and is responsible for obtaining material.

Dismissal

The principal will dismiss a student who:

- cannot meet the requirements of a probationary period
- jeopardizes the greater good of the school and is a danger to herself or others

PART III – SCHOOL SERVICES

General Information

Clubs/Sports/Activities

Parents will receive a club description that details the dates, times and place of meeting, the attendance requirements, amount of dues, and the name of the moderator and the goals of the club. Parents must sign a contract in order for students to join a club and will be notified if a student has been dismissed from the club. Students on probation and students who have not completed their grade level service commitment may not participate in extra-curricular activities. **Attendance in clubs and sports activities is taken by club moderators and coaches. It is at the discretion of the moderator/coach to dismiss a member due to lack of participation in club or sport.**

Clubs: There is a range of co-curricular activities that encompass academic interests, school life, ethnic heritage, global mission and responsibility, the arts and literary pursuits.

Sports: Varsity/JV Basketball, Varsity/JV Cheerleading, Varsity/JV Softball Varsity/J.V Volleyball, Bowling and Dance
All coaches and moderators of sport activities are required to take the American Heart Association's Cardio Pulmonary Resuscitation and Emergency Cardiac Care training.

Guidance Services

The Guidance Department is staffed by four guidance counselors and a secretary. This department offers the following services:

- individually scheduled student appointments
- group guidance classes
- college fairs
- guest speakers
- financial aid meetings
- grade 12 parent night
- various testing programs
- College/career resources.

Information Center

Students:

- may use the center from 7:30 a.m. until 8:25 a.m.
- may not use the Information Center during homeroom
- must have an ID card to sign a book out of the Information Center
- must abide by all school rules pertaining to electronic devices, food, drink, chewing gum and uniform
- may only use the center for academic work, not socializing.
- must abide by the student and parent signed Technology Acceptable Use Contract at all times while in the center.

Liturgies and Prayer Services

All students are expected to participate in daily class prayer, school masses, retreats, Theology classes and any religious assemblies and prayer services with appropriate respect and behavior.

Metro Cards

Students who live less than a mile and a half from school will receive a half fare metro card. Those beyond a mile and a half receive a full fare free metro card. Cards are distributed in September and February. A lost card should be reported to the cafeteria moderator. Replacement time is usually two weeks.

Retreats

Students in grades 9, 10 and 11 will participate in an on-site retreat focusing on prayer, spirituality, leadership, Mercy charism and service. Interested seniors will sign up to attend an off-site day retreat.

School Health Office

The school nurse is available from 7:00 a.m. to 3:00 p.m. Her office is located in the guidance wing.

Prescriptive Medication

Prescriptive medication regulations require:

- a written request from a physician indicating the frequency and specific dosage of prescriptive medication which will be kept in the nurse's office
- a written request from a parent/guardian to have the nurse administer the medication as specified by the medical doctor
- prescriptive and non-prescriptive medication must be kept in the original container and stored in the nurse's office
- students with asthma may carry inhalants for broncho dilation.

Responding to Changes in Asthma Severity

- Prescription asthma pumps should be used 20 minutes prior to exercise, especially during allergy season.
- If there is no improvement after using your individual prescription pump, tell your teacher or classmates.
- If breathless and cannot walk or talk, blue finger nails or lips, EMS and a parent/ guardian will be called immediately.

Leaving Early Due to Illness

The school nurse will determine whether a student's medical condition warrants leaving early. The nurse, not the student, will contact the parent/guardian. A detention will be issued if not observed.

Withdrawal, Transfer or Dismissal Procedures from SCA

Students who decide to withdraw, transfer or are dismissed from SCA must follow these procedures:

- Fill out a withdrawal sheet in the main office
- Return iPad
- Have financial obligations paid up to date and in full.

When these guidelines are met, SCA will release the student's records to their new school. Requests for official records must be made by the parent or the requesting school.

PART IV - GRADE 12 INFORMATION

College Fair

Grade 12 guidance counselor arrange for colleges to attend a college information night on **September 26th** at 6:00 p.m.

College Visits

- It will be recorded as a college visit absence.
- Two excused college visit absences are allowed during senior year.
- An absence note and an official note from a representative at the college visited are required when the student returns to school.

Graduation Policy

Grade 12 students:

- with more than one failure will not participate in the graduation ceremony
- must meet all academic, financial and social responsibilities in order to participate in the graduation ceremony
- who do not participate in graduation rehearsal will forfeit graduation tickets
- must follow all the directives established by the principal or may forfeit the right to receive a St. Catharine Academy diploma
- with perfect 12th grade attendance will receive one extra graduation ticket. Perfect attendance entails no lateness

Senior Mass at St. Patrick's Cathedral

Students who are on discipline, attendance, late or academic probation will not be eligible for attending this event. **If they are not on probation when the list is made, but then goes on probation, they forfeit their spot.**

It is at the discretion of the Administration to select students attending school trips, retreats, St. Patrick's Cathedral and other school functions based on academic standing, probation, completion of community service hours in the respected time frame and fulfillment of school responsibilities.

Service Requirements

Any senior who does not complete her 100 hour service commitment by September 24th of senior year will be required to select a service site from the approved list of service sites only. Students also go on probation after the first quarter if they do not complete their required hours. No other service sites will be pre-approved.

If 100 hours of service are not completed as of January 11, 2019, a senior will lose a graduation ticket. IF the hours are not completed by April 15 of 2019, the senior forfeits her right to go to prom.

Prom Information

The prom is scheduled to take place on **May 23, 2019**, at **The Davenport – New Rochelle, New York**. The cost of a ticket is \$150 per person or \$300 per couple.

There are two due dates for money collection:

- **February 13, 2019 = \$150.00**
- **April 10, 2019 = \$150.00**

Please be advised that a deposit of **\$150.00 by February 13th** is required to secure a reservation. This is the full amount for those not bringing a guest. Only cash or money orders will be accepted in the business office.

A late fee of \$25.00 will be applied if the final payment is not received by **April 10th**. The business office will not accept any money for the prom after **May 15th**.

The business office will NOT accept any payment from a student on probation. Students removed from probation by the end of the third quarter will be able to attend the prom with a full payment of \$150.00 without a guest or \$300 with a guest by **May 15, 2019**. **The Assistant Principal of Student Services will speak to students on probation as prom gets closer.**

Students who go on probation in the fourth quarter will forfeit their payment as well as the privilege of attending the prom. All payments are non-refundable.

PART V - EDUCATIONAL ENHANCEMENTS

St. John's University College Advantage Program

College courses are offered in conjunction with St. John's University. Classes are taught at St. Catharine Academy by approved teachers in areas of study that include English, Mathematics, Fine Arts and Language. This program benefits high-achieving students to get a head start on College, and provides a tremendous financial advantage after graduating SCA. The college courses credit may be transferable to other colleges.

College courses offered in conjunction with St. John's University:

Public Speaking

English Composition

Drawing and Painting 2

Algebra 2/Trig

Regents Algebra 2/Trig

Calculus 2

Spanish 3

Academy Ambassadors

This organization is dedicated to fostering dignity and pride within the SCA community. Students represent their school in various outreach activities and learn valuable public relations skills in the process.

STEP Program

The STEP Program (Science and Technology Entry Program) provides eligible students the opportunity to attend college for tutoring, Regents preparation, SAT preparation, advanced courses, college courses plus a college application process. Courses are held on Saturdays, during the week after school and during the summer. The following colleges sponsor STEP: Bronx Community, John Jay College, Barnard College, Baruch College, Fordham University, Albert Einstein College of Medicine, Columbia University College of Physicians and Surgeons, Westchester Medical College at Valhalla

Trips

Field trips are provided for the students to take advantage of the vast cultural resources available. Participation in trips is a privilege. Therefore, students who have certain infractions for disruptive behavior or being disrespectful to administration, faculty, staff or peers will not be permitted to participate. Students on probation for discipline, academics, attendance or lateness may not attend any trips.

Any student receiving outside financial assistance, for example SCA tuition assistance, Be a Student's Friend, Kip's Bay Club and other private donors must receive a letter from that agency giving the student permission to participate in an international trip sponsored through the school.

Students violating SCA policies when on trips are subject to disciplinary consequences. Students with tuition payments in arrears will not be allowed to attend any overnight trips or be allowed to make any initial or subsequent deposits unless tuition is paid.

PART VI - 2018-2019 FINANCIAL INFORMATION

General Information

SCA is a not-for-profit corporation sponsored by the Sisters of Mercy of the Americas. All operating expenses of the school are met through the collection of tuition, fees and fundraisers.

School Scholarships

Scholarships are based on academic performance and the level of academic challenge in Advanced Placement and Honors courses.

Tuition Assistance

St. Catharine Academy seeks to support families that are in need of demonstrated financial assistance with tuition. In order to qualify for financial assistance, each family must submit an application and supporting documentation by the due date. **Applications are available on the school website or in the business office in March** of each year and due in **April**. The application can be downloaded from SCA's website or picked up in the office. Applicants will be notified by mail of all decisions.

When a student and her family receive financial assistance from St. Catharine Academy, we believe that the student has the ability to be successful in her studies and career at St. Catharine's. A student who receives financial assistance needs to be aware of the following policies:

- A student who is receiving aid is expected to perform up to her ability academically and have a healthy school life. If a student is placed on academic, attendance or lateness probation the student will lose 25% of their financial aid for the following quarter. There are four quarters, therefore, each quarter a student is on probation they will lose financial support for the following quarter.
- If a student has one failure, then \$50.00 will be deducted from the student aid for the upcoming quarter.
- Any student who is placed on disciplinary probation will lose their financial aid for the remainder of the year.

Any student who receives financial assistance from St. Catharine Academy is ineligible for the school international trip in the spring. Any student receiving outside financial assistance must receive a letter from that agency giving the student permission for international travel through the school.

Delinquent Tuition Policy

Students who are in arrears may not be allowed to attend, participate in or pay for selected school functions, trips or events whether academic, athletic and/or social. In addition, students will not be allowed to receive any academic records, including report cards, transcripts and/or diplomas until all financial obligations have been satisfied. In extreme situations, students will not be allowed to attend class until their account has been satisfactorily settled. Exceptions to this policy or any special arrangements are to be made with the school's finance director and with the approval of the president and/or principal.

Withdrawal/Dismissal Policy

Tuition paid will be refunded as follows:

- Tuition will be charged only for those months in attendance.
- Students who withdraw or are dismissed on or before the 15th of any month will be refunded for half a month's tuition provided that month has been paid.
- Students who withdraw or are dismissed after the 15th of any month will not be refunded any tuition for that month.
- FEES ARE NON-REFUNDABLE.

Second Daughter Policy

If you have a second daughter, she will receive a reduction equal to the older sister's monthly payment. The monthly payments will reflect this reduction.

Tuition and Fees

It is understood that upon registration of a student at St. Catharine Academy, parents or guardians agree to meet all financial obligations on or before the due date of payments.

Tuition for the 2018-2019 School Year	\$9,600.00
Application Fee (Grade 9 & Transfers):	\$100.00
General Fee (Grade 9 & Transfers):	\$800.00
General Fee (Grades 10, 11 and 12):	\$650.00
Senior Fee (Grade 12):	\$250.00

The General Fee includes but not limited to:

SCA uses FACTS MANAGEMENT COMPANY for the collection of tuition and fees.

Tuition is paid to FACTS. These payments start in July and end in April. At the time of enrollment, the families are given the option to make their payments EITHER by check/money order OR by direct automatic bank withdrawal. The families may also choose the 1st or the 15th of each month for their payments.

Families are automatically enrolled in FACTS for the next school year.

The General Fee includes but not limited to:

- Assemblies
- Guidance testing
- Records - final official transcripts
- Academic supplies
- Graphic Calculator-Grade 9
- Student Accident Insurance
- Student ID Cards
- Student Retreats
- FACTS Enrollment Fee

Grade 12 Fee (includes but is not limited to):

- Awards
- Cap & Gown
- Diploma & Case
- Insurance
- Invitations
- Printing of Programs
- Graduation necessities
- Senior BBQ/Breakfast
- Yearbook

BELL SCHEDULE:

Regular School Day

Warning Bell:			8:25		
Period 1	8:30	-	9:10	40 mins	
Period 2	9:13	-	9:23	10 mins	
Period 3	9:26	-	10:06	40 mins	
Period 4	10:09	-	10:49	40 mins	
Period 5	10:52	-	11:32	40 mins	
Period 6	11:35	-	12:15	40 mins	
Period 7	12:18	-	12:58	40 mins	
Period 8	1:01	-	1:41	40 mins	
Period 9	1:44	-	2:24	40 mins	
Period 1		2:27		clean up	

Early Dismissal

Warning Bell:			8:25		
Period 1	8:30	-	9:00	30 mins	
Period 2	9:03	-	9:13	10 mins	
Period 3	9:16	-	9:46	30 mins	
Period 4	9:49	-	10:19	30 mins	
Period 5	10:22	-	10:52	30 mins	
Period 6	10:55	-	11:25	30 mins	
Period 7	11:28	-	11:58	30 mins	
Period 8	12:01	-	12:31	30 mins	
Period 9	12:34	-	1:04	30 mins	
Period 1		1:07		clean up	

**Special schedules will be made to accommodate special functions or inclement weather.*

Where to Get Help / Whom to See

Concern

Academic Concerns
 Activities
 Athletics
 Community Service
 Copy Center
 Driver Education Information
 Individualized Educational Plans
 iPads
 Late Arrivals/Leaving Early
 Lost & Found
 Lost ID Card
 Medical Needs/Excused Documents
 Physical Examinations
 Program & Scheduling
 Recruitment
 STEP Program
 Transportation Passes
 Tuition and Fees
 Uniform Passes
 Use of Facilities
 Working Papers

Person to Contact and Phone Extension

Teacher/Counselor/Administrator (x125/x138/x144)
 Assistant Principal of Student Services (x122)
 Athletic Director (x125)
 Assistant Principal of Student Services (x122)
 (x132)
 Drivers Ed. Coordinator (x125)
 Guidance Counselor (x142)
 Technology (x132)
 Attendance Office (x122)
 Bookroom (x165)
 Main Office (x125)
 Nurse (x145)
 Nurse (x145)
 Assistant Principal of Academics (x144)
 Assistant Principal of Recruitment (x147)
 Assistant Principal of Recruitment (x147)
 Transportation Coordinator (x165)
 Business Office (x149)
 Assistant Principal of Student Services(x122)
 Principal (x124)
 Main Office (x125)

Whom in Administration to See

English Department	Ms. Keelin (x122)
Fine Arts Department	Ms. Melucci-Ivanov (x144)
Music Department	Ms. Keelin (x122)
Guidance Department	Sr. Ann M. Welch (x124)
Math Department	Ms. Melucci-Ivanov (x144)
Modern Language Department	Ms. Melucci-Ivanov (x144)
Physical & Health Education Department	Ms. Keelin (x122)
Science Department	Sr. Ann Welch (x124)
Social Studies Department	Ms. Keelin (x122)
Theology Department	Ms. Melucci-Ivanov (x144)