



# **STUDENT-PARENT HANDBOOK 2009-10**

**SAINT AGNES BOYS HIGH SCHOOL**

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# 1. INTRODUCTION

## 1.1 Purpose of this Handbook

This Student-Parent Handbook is intended to provide Saint Agnes Boys High School students and their parents or guardians with a ready explanation of school policies, regulations and other requirements. All students, parents and guardians must familiarize themselves thoroughly with this information. Ignorance of school regulations and requirements will not be accepted as an excuse for violations.

## 1.2 Signed Agreement Required

Every student and his parents or guardians must signify in writing their knowledge and understanding of their responsibilities and duties by submitting the signed and dated agreement page that appears at the front of this handbook. In no case will a student be allowed to attend Saint Agnes Boys High School unless both the student and parents or guardians detach, sign and return the handbook agreement that appears at the front of this book.

Parental courtesy and cooperation with the school is essential. If, in the opinion of the Principal and at his sole discretion, parent behavior seriously interferes with the school's mission, philosophy, beliefs or aims, the Principal may require the parents or guardians to withdraw their son(s) and sever their relationship with the school. Parent and guardian behaviors that may lead to the immediate withdrawal of the student include, but are not limited to: cursing or using profane language; threatening verbally or physically; and refusing to comply with the policies set forth in this Handbook or with other reasonable directives.

## 1.3 Definitions

Throughout this handbook, the term *parent(s)* will be construed to include a student's parents and legal guardian(s), if any. The term *school* refers to Saint Agnes Boys High School, New York, NY. The term *administrator* refers to the Principal or an Assistant Principal.

## 1.4 Interpretation

The Principal of the School shall be the final arbiter in interpreting the language and intent of all sections of this handbook.

## 1.5 Amendment

The Principal reserves the right to amend this handbook from time to time and shall give notice of such amendment through mailings to the student's home address on record at the school or by issuing a new edition of the handbook at the start of each school year.

## 1.6 Saving Clause

This handbook constitutes a contract between the parents, the student, and the school. If any part of the handbook is found to be contrary to law, only the portion contrary to law shall be

deemed void. The remainder of the handbook shall remain in full force and effect.

# 2. ARCHDIOCESE

## 2.1 Mission and Aim of Catholic Education in the Archdiocese of New York

Since 1800, Catholic schools in the Archdiocese of New York have served an ethnically and economically diverse student population in urban and suburban settings. Students are provided with an explicit study of the Catholic faith and the New York academic program of studies infused with Catholic beliefs and values.

The Catholic schools in the Archdiocese of New York serve students from Catholic families and from families of other faiths who respect Catholic tradition and desire a total Catholic education for their children. Students are educated to be disciples of Jesus Christ who will provide intelligent, creative and generous service to the human family.

## 2.2 Archdiocesan Policy

In order to protect its standards of scholarship, discipline and character, Saint Agnes Boys High School reserves the right, and students and parents or guardians concede to the school 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 a student's attendance at the school, a student and his parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Saint Agnes Boys High School 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 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 this school. Another important right all students at Saint Agnes Boys High School 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, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his parents or guardians give up when they decide to have a student attend this school is the right to sue the school or the Archdiocese of

New York, and/or any individual acting on behalf of the school, such as school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered in this handbook. Students, parents, and guardians, by their acceptance of enrollment at Saint Agnes Boys High School, agree to and accept the school's rule and policy that students, parents and 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 handbook. Students, parents and guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may be challenged or appealed only within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of enrollment.

While any student and his parents or 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 or 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 section of this handbook. 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 his parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

### **2.3 Asbestos Notification Letter**

Asbestos is a common material in almost every building in our society. For example, it is a fireproofing material found in floor tiles and acoustic material. Under certain conditions, however, asbestos can prove to be a concern if it is damaged.

Because of that concern, the federal government in recent years has asked every school in the country to conduct an inspection of all asbestos-containing materials.

The annual inspection of our school revealed that all asbestos materials are in priority III condition, indicating that only ongoing inspections are needed to assure proper maintenance for the future.

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

Principal

## **3. SAINT AGNES BOYS HS**

### **3.1 Mission Statement**

Saint Agnes Boys High School, a Catholic school under the auspices of the Archdiocese of New York, is rooted in the tradition of Saint Marcellin Champagnat. Fundamental to its mission is the academic, personal and spiritual growth of each student. Students are nurtured in a small, safe and supportive environment where they learn to appreciate diversity and honor God's presence in all people.

### **3.2 Belief Statements**

The school community of Saint Agnes Boys High School believes:

- Compassionate service to others is a hallmark of Christian life
- An appreciation of diversity and individual differences is critical to a positive learning environment.
- Each individual needs to develop personal responsibility for his actions.
- Life-long learning is essential for success in an ever-changing world.
- Education is best achieved through the example of positive role models.
- Advocating for justice is the responsibility of each individual.
- Students learn best in a safe and supportive environment.
- All human beings are made in the image and likeness of God.
- The development of critical thinking skills is vital to personal and academic achievement.
- Faithful to the charism of Saint Marcellin Champagnat, a Marist education provides a preferred option to those most in need.

### **3.3 Non-Discrimination Policy**

Saint Agnes Boys High School does not and will not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

### **3.4 History**

Msgr. Henry Brann opened the Saint Agnes parish elementary school on East 44 Street in 1892. The Sisters of Charity initially staffed the school. Because of growing enrollment, in 1904 the Marist Brothers educated the upper classes of boys. In 1923, Msgr. Chadwick added high school classes for boys under the direction of the Marist Brothers.

By the 1950s, the residential neighborhood was developed into business offices, and the parish elementary enrollment dwindled. In 1962, the elementary grades were eliminated and the entire school building was renovated to accommodate an

expanded high school that drew students from all parts of the city.

Commercial development in the parish continued, and in 1989, the school moved to temporary quarters on East 33 Street to allow the sale of the former school building adjacent to the parish church.

In 1992, the school moved to its present site on West End Avenue in the Upper West Side of Manhattan. The first year in the new location also marked the hundredth anniversary of service to young people in the City of New York.

On September 1, 2009, St. Agnes Boys High School was incorporated as a New York State Educational Corporation and established a Board of Directors to govern the school.

### **3.5 Confidentiality Policy**

#### **3.5.1 Student Communication with Staff**

Students sometimes share confidences with staff in guidance interviews or in journals or other forms of communication. Such communication is not legally privileged, and staff have an obligation to tell the Principal immediately if a student's revelations pose a danger to the health, life or safety of the student or of any other person.

#### **3.5.2 Military Recruiters**

Section 9528 of the Federal No Child Left Behind Act of 2001 requires secondary schools to provide military recruiters with access to student names, address and telephone numbers.

The law requires us to notify students, parents and guardians that they may request that the student's information not be released. Students, parents and guardians who wish to protect their right to privacy can avail themselves of this "opt-out" provision by making this request in writing to the school. One way to do this is to complete the relevant section on the same page as the Student-Parent Handbook Agreement Form. Until a parent, guardian or student makes files a written request, the school is obliged to provide military recruiters with this information upon their request.

Under the same law, the school must provide military recruiters access to speak to students to the extent that the school allows colleges to do so. The school allows college and military recruiters to speak only to students who wish to do so, and ordinarily outside of class time.

#### **3.5.3 Civil Authorities**

Saint Agnes Boys High School strives to ensure the safety, security and well-being of all. The Principal and his delegates will therefore cooperate fully with any investigations by civil authorities that, in the sole judgment of the Principal, are intended to safeguard any member of society. These include, but are not limited to, investigations by the Administration for Children's Services or other child welfare authorities, the police, the district attorney, or the court system.

### **3.6 Publications and Public Speech**

The school reserves the right to control the content of all school publications, including but not limited to the yearbook, any school newspapers, web sites, literary magazines, or other media. It also reserves the right to control the content of public speech or expression at any school function. As a private school, Saint Agnes is not a government agency, and so is not restricted by First Amendment rights of free speech or expression. It therefore exercises editorial control over all its publications and events to ensure consonance with the school's mission and philosophy, at the sole discretion of the Principal.

### **3.7 Expectations for Parents and Guardians**

Because parents and guardians freely choose to enroll their sons in St. Agnes Boys HS, they are required to support the school's mission and philosophy and to cooperate with the school's policies and procedures.

Parents and guardians have duties including, but not limited to, the following:

- ensuring that the student has adequate sleep the night before each school day, attends school except when serious illness makes this impossible, and arrives at school on time each day properly dressed and groomed;
- paying tuition and other obligations on time;
- returning all required parental paperwork on time, including the handbook agreement form each year and the medical form when the student first attends St. Agnes;
- responding promptly to phone calls from all school personnel; and
- keeping the school informed promptly of all changes in address and home, work, cell and emergency contact phone numbers.

When parents are not compliant with the requirements above, students may be suspended from class. If the non-compliance continues or is repeated, it may lead to the student having to withdraw from the school, at the sole discretion of the principal.

Parents and guardians must treat all school staff with courtesy and respect. If a parent or guardian engages in disrespectful conduct with a school staff member, including but not limited to yelling, cursing, threatening, intimidating or assaulting, then the Principal may, at his sole discretion, require the parent or guardian to end their relationship with the school and immediately withdraw their son or sons from the school.

## 4. ACADEMICS

### 4.1 Accreditation

Saint Agnes Boys High School is accredited by the Middle States Association of Colleges and Schools. The school is registered with the Board of Regents of the University of the State of New York and is conducted under the auspices of the Roman Catholic Archdiocese of New York.

### 4.2 Grading System

#### 4.2.1 Progress Reports

Progress reports are mailed to parents at the midpoint of the first, second and third marking periods. These reports indicate student progress or lack of progress in all academic subjects. Parents and students are urged to take immediate steps to remedy these early indications of poor performance. While progress reports are useful, they only reflect the work done up to the midpoint of the marking period. Students who were passing for the first half of a marking period may still be assigned a failing grade for the marking period if their work later that marking period is deficient.

#### 4.2.2 Marking Periods

Report cards are issued four times each school year. The first three report cards are mailed home. Parent-teacher conferences are scheduled as noted in the calendar. Students pick up their final report cards in person in June.

Normally, the lowest marking period grade a teacher can assign is 55; however, with the approval of the Assistant Principal for Academics, a teacher can record a lower grade. Grades of 90 to 100 indicate excellent work; 80-89 – above average work; 70-79 – average work; 65-69 – below average work and in danger of failing; 64 and below – failing work.

#### 4.2.3 Mid-Term and Final Exams

Students take comprehensive school exams in their academic subjects in January and June. However, seniors who take an Advanced Placement exam are not required to take the final exam in that course. Normally, the lowest exam grade a teacher can assign is 50; however, with the approval of the Assistant Principal for Academics, a teacher can record a lower grade.

Students who do not take an examination are assigned a grade of zero for that exam. Students who arrive late for an examination will not ordinarily be allowed to continue the exam beyond its stated ending time. Students who arrive more than one hour after the published start time for an exam will not be permitted to take the exam and will be given a grade of zero. Exceptions may be made at the sole discretion of the Principal.

A senior with an unweighted average of 95.0 or better in a subject may be exempted from taking the final exam in that subject at the sole discretion of his teacher. He will be assigned a final exam grade equal to the average of his marks throughout the year. If an exempt senior may decide to take the final exam

to improve his grade. In such a case, his exam mark will be the higher of the test mark or the average for the year without the final exam. There are no exemptions from mid-term or Regents examinations.

Cheating includes both the giving and the receiving of impermissible information during an examination, including but not limited to the possession of unauthorized notes or materials of any kind, communicating with another student, looking at another student's exam paper or placing an answer paper where it is easy for another student to copy. Any student caught cheating on mid-term or final examinations will receive a grade of zero for that examination.

At each mid-term or final exam session, students must present an admit pass indicating that there are no outstanding financial obligations. Lost exam passes may be replaced in Room 107 at a cost of \$5.00. Any student who takes a mid-term or final examination without proper authorization will be assigned a grade of zero for that examination. Exam passes are not required for Regents Examinations.

No make-up exams are given beyond the announced examination week schedule. If student misses an exam, a phone call from a parent and a doctor's note, verified by a call from the school, may allow the student to make up the missed exam.

Students are expected to remain working in the exam room for at least one and a half hours. The exam proctor will not accept blank papers. Proctors will check to ensure that students have attempted the assigned number of questions or problems before allowing them to leave. However, it is the student's sole responsibility to make sure he has answered all parts of all required questions and has followed all other exam directions.

All students are required to report in person on the last day of school to pick up their final report cards. Final report cards will not be mailed home. Students absent on report card day must bring in a note for that absence to receive his report card.

#### 4.2.4 Horizontal Average

The report card includes a horizontal average, showing the average of all marks earned to date in each course. This average will change as additional marking periods and exams are entered on the report card.

#### 4.2.5 Record Mark

The record mark in a course is the mark placed on the student's permanent record. It determines whether credit has been earned for that subject. Upon completion of a course, the record mark is determined by averaging all of the marking period and exam grades on the report card for that subject and rounding to the nearest integer. Ordinarily, a full-year course will have six such grades while a one-semester course will have three. The passing grade is 65.

#### 4.2.6 Cumulative Grade Point Averages (GPAs)

The cumulative GPA is the average of the record marks in all courses. Cumulative GPAs are weighted to reflect credit value.

For example, to compute a GPA for a student who has a course average of 90 in a 1.0 credit course and 100 in a 0.5 credit course:  $= ((1.0 \times 90) + (0.5 \times 100)) / 1.5$  or 93.3.

In the computation of the grade point average, marks in honors courses are multiplied by 1.05 and those in Advanced Placement courses are multiplied by 1.07. For example, a mark of 80 in an honors course counts as if it were an 84 in computing the grade point average ( $1.05 \times 80 = 84$ ). This additional weight reflects the additional work such courses require. Physical Education does not count in the student's average.

#### 4.2.7 Honors

Each marking period, First Honors are awarded to students with an average of 90 with no mark below 85. Second Honors are awarded for an average of 85 with no mark below 80.

#### 4.2.8 Cheating and Plagiarism

Cheating includes both the giving and the receiving of impermissible information during an examination, including but not limited to the possession of unauthorized notes or materials of any kind, communicating with another student, looking at another student's exam paper or placing an answer paper where it is easy for another student to copy. Plagiarism is presenting the work of another as if it were one's own. Cheating or plagiarism will result in academic and disciplinary sanctions.

### 4.3 Graduation

#### 4.3.1 Course Requirements

All students are required to maintain a schedule consisting of seven academic courses in freshman and sophomore years and six academic courses in junior and senior years.

To be eligible for graduation from Saint Agnes Boys High School with a New York State diploma, the student's cumulative record must include certified credits in the following areas as a minimum:

- 4 years of Religion
- 4 years of English
- 4 years of Social Studies
- 4 years of Mathematics
- 3 years of Science
- 3 years of Spanish
- 3 years of Physical Education
- ½ year of Health Education
- ½ year of Computer Science
- 1 year of Fine Arts

The remaining units will be selected from various elective courses.

**Religion 11** includes both academic and service components.

The academic portion of the course will take place with classroom instruction for two marking periods, either in the fall or spring semester.

The Christian service component allows students to seek out opportunities in their parishes, elementary schools, in hospitals and nursing homes, or similar programs, where they can be of direct, unpaid service to others. Examples include tutoring younger students, working as a volunteer in a nursing home, helping out with a parish food pantry or senior citizen program.

At the beginning of the service semester, each student must investigate what kind of service he plans to do, and then obtain written permission from the chair of the religion department. Toward the end of the semester, the student must submit a note on letterhead from the director of the service program in which he participated, specifying the number of hours of service the student has performed.

Students who are scheduled for Religion 11 classes in the spring complete their service program in the fall. They obtain permission for the form of service by October 1, and provide documentation of the hours served by December 1.

Students who are scheduled for Religion 11 classes in the fall complete their service program in the spring. They obtain permission for the form of service by February 1, and provide documentation of the hours served by May 1.

Students who wish to begin their service program early must obtain permission from the religion department chair first, so they know the program will count toward this requirement.

Students will be assigned a grade for one semester of Religion 11 based on the service performed and the grade earned in the academic semester of the course. Specifically, students who perform less than ten hours of service will receive a grade of 55 for the service semester. Those who perform ten or more hours of service will receive a grade for the service semester equal to 1.1 times the grade earned for the academic semester. Those who perform twenty or more hours will receive a grade for the service semester equal to 1.2 times the grade earned for the academic semester.

#### 4.3.2 Regents & AP Examination Requirements

Students must pass all courses to graduate. The type of diploma is recorded on the student's permanent record and depends on the student's performance on the following five Regents exams: Comprehensive English, Global Studies, US History, a science Regents, and either the Algebra 1 or Math A Regents.

##### Local Diploma

Class of 2009 – score at least 65 on two of the above Regents and at least 55 on the other three.

Class of 2010 – score at least 65 on three of the above Regents and at least 55 on the other two.

Class of 2011 – score at least 65 on four of the above Regents and at least 55 on the remaining one.

Class of 2012 and later – no local diplomas are issued.

##### Regents Diploma

To receive a Regents Diploma, a student must score at least 65 on all five of the above Regents exams and meet other credit

requirements. The State allows the Principal to waive the Global Studies Regents Exam requirement for students who transfer into grade 11 and who attended grades 9 and 10 outside New York State. The Principal may waive both the Global Studies and the science Regents Exam requirements for students who transfer into grade 12 and attended grades 9, 10 and 11 outside New York State.

#### **Advanced Designation Regents Diploma**

Score at least 65 on all five of the above Regents, and also score 65 on either the Math B Regents or both the Geometry and Intermediated Algebra & Trig Regents, a second science Regents, and a foreign language Regents.

#### **Honors Designation**

The designation "With Honors" is added to the diploma designation for students who average 90 or higher on the required Regents to earn the diploma. Thus, a Regents Diploma with Honors is given to students whose five Regents average to 90 or better, and an Advanced Designation Regents Diploma with Honors is given to students whose eight required exams average to 90 or better.

These State requirements are subject to change by the State. Current information may be obtained at [WWW.NYSED.GOV](http://WWW.NYSED.GOV).

Regents Examination marks are not included in the computation of the record mark in any subject. Students who do not earn the minimum score on a Regents exam required for graduation must retake the relevant summer course and August Regents at Saint Agnes.

Students scheduled for an Advanced Placement Course must take the AP exam in that subject. If a student does not take the AP exam for any reason, the AP designation will be removed from his transcript, and his average will be re-computed without the special weight given to AP courses.

#### **4.3.3 Commencement Exercises**

Commencement Exercises include the Graduation Mass and the Commencement Ceremony. Attendance at these two important school functions is a privilege, not a right. This privilege may be revoked at the sole discretion of the Principal. Admission to the Commencement Ceremony is strictly by ticket only. The principal determines all graduation awards at his sole discretion.

#### **4.4 Homework**

Homework is required each school night. Assigned homework includes study, written work, lab reports, long-term projects, reading and review. Students should do a minimum of one and one-half hours of homework each school night. Many teachers include homework as a grading component. Incomplete, late, or poorly done homework will lower grades. Many teachers post their assigned homework at [WWW.STAGHS.ORG](http://WWW.STAGHS.ORG).

#### **4.5 National Honor Society**

The National Honor Society recognizes juniors and seniors who have maintained a cumulative average of 85 and excel in all four criteria: leadership, service, character and scholarship as determined by the Principal at his sole discretion. Membership in the National Honor Society is a privilege.

#### **4.6 Parental Custody**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. Legal guardians must file a court-certified copy of the decree granting them custody of the student. In the absence of appropriate documentation to the contrary, the school must grant access to both natural parents to students and their records. Except as otherwise restricted in this handbook, non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss a student's records, unless a court order providing otherwise is filed with the school.

#### **4.7 Recommendation Letters**

Letters of Recommendation are written at the sole discretion of the teacher, counselor or administrator from whom the letter is requested.

#### **4.8 Required Materials**

Students are expected to have all necessary textbooks, workbooks, notebooks required for each class. Textbooks are on loan from New York State and must be accounted for. Students must place their full name in each of their textbooks. All lost or damaged textbooks must be paid for at the full retail price of the book. Students will purchase required workbooks, lab books and religion books on the opening day of school.

#### **4.9 Sanctions for Poor Academic Performance**

##### **4.9.1 Detention**

Administrators visit classrooms periodically to check that each student is properly prepared for class. Students found delinquent will meet for one hour after school on days appointed by the Assistant Principal for Academics.

##### **4.9.2 Academic Suspension**

Students sent from class to an administrator because of misconduct or lack of needed materials may be suspended from school beginning with the third such referral.

##### **4.9.3 Probation**

Students failing three or more courses for a marking period are automatically placed on academic probation and are required to attend mandatory study after school under the supervision of the Assistant Principal for Academics. Students failing three or more courses in the average to date may be placed on academic probation and required to attend mandatory student, at the sole discretion of the Principal. Failure to attend mandatory study and comply with its requirements may result in suspension from school. Students on academic probation are

ineligible to participate in any extra-curricular activity or interscholastic sport until the next report card.

#### **4.9.4 Mandatory Withdrawal**

The administrators will review the status of any student who has more than three failures in any marking period, or in the average-to-date for more than three subjects. Such students may be required to withdraw from the school at the sole discretion of the Principal.

Students who fail three or more subjects for the year in June must withdraw from the school. Students who fail one or two subjects for the year in June and do not pass those courses in summer school must withdraw from the school.

Students who are required to withdraw for any reason may not attend classes at Saint Agnes summer school.

#### **4.9.5 Summer School**

Students who fail one or two courses, whether those courses are one-semester or full-year courses, must pass those courses in the St. Agnes summer school. The grade for a course passed in summer school is recorded as a 6S on the student's academic transcript. (As noted above, students who fail three or more courses for the year must withdraw from St. Agnes.)

Students who fail Regents examinations required for graduation must attend summer school for that subject and must take the August Regents examination. The exact grade a student receives on a Regents exam will be recorded on the student transcript.

To be eligible for annual promotion or graduation students must pass all courses. Students with any failures remaining at the end of the summer school session will not be permitted to return to Saint Agnes Boys High School.

#### **4.10 Scheduling**

Students pre-register for the following year's courses under the supervision of the Assistant Principal for Academics. The administration makes the final determination of all schedules.

#### **4.11 Special Needs Accommodations**

St. Agnes Boys High School does not receive government funding to provide accommodation for special needs such as, but not limited to, special education, extended testing time, testing in a separate room, or any other special accommodations. The principal will review any parental requests for such accommodation and will determine, at his sole discretion, the type of accommodation, if any, that will be granted. Parents should be aware that 504 plans or Individualized Instruction Plans (IEPs) that are used in public schools are not required for private schools like St. Agnes.

#### **4.12 Technology Acceptable Use Policy**

The school requires all students to adhere to the following requirements in the 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 may result in expulsion from the school at the sole discretion of the Principal:

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After school and home access requires students to follow the same student expectations as stated in the Student-Parent Handbook.
4. Students must abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - Be courteous and respectful in your messages to others.
  - Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
  - Illegal activities are strictly forbidden.
  - Do not reveal your home address or phone number, or that of other students or staff.
  - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
  - Proofread your message before you send it.
  - Never agree to get together with someone you "meet" on-line.
  - Only public domain software ("shareware") can be downloaded.
  - Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
  - Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
  - Do not reveal personal passwords or try to learn others' passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
  - Do not post personal messages on bulletin boards or "list servers". Send personal messages directly to the person to whom you want to write.
  - Do not use the network in such a way that you would disrupt the use of the network for other users.
  - Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
  - Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
  - If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student

is responsible for not pursuing this material and reporting the matter to appropriate school personnel.

- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Because students easily misplace small items like cell phones or I-pods, the school strongly discourages parents from allowing their sons to bring these costly items to school, and the school will not be responsible for any such items that a student claims were lost or stolen.
- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda's), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct", "Harassment Policies" and the "Summary Statement".
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

#### **4.13 Transfers Into the School**

Students seeking to transfer into Saint Agnes must contact the Administrative Assistant to the Principal. The parents of students seeking admission must bring submit all pertinent academic records. As a condition of admission, the parents must submit health records for students who are accepted. Admission decisions are made at the sole discretion of the Principal.

Grades earned earlier in the same school year at the transfer student's previous school are calculated in determining grades and credit at Saint Agnes at the sole discretion of the Principal.

#### **4.14 Transfers Out of the School**

Parents or guardians who wish to transfer their sons from Saint Agnes should determine in advance if they will be able to enter another school. Most schools accept transfers at the beginning of each semester only. Parents or guardians must then notify Saint Agnes in writing of their desire to transfer their son to another school. Students cannot initiate a transfer from the school.

If a student subject to compulsory education laws transfers out of Saint Agnes, and the school does not receive official notification within ten days of his registration at a new school, Saint Agnes will notify the Bureau of Attendance.

Student records will not be released without parental permission and the payment of all financial obligations, and the return of ID cards, library books, school-issued textbooks, transportation passes, athletic uniforms and other school property. Lost or damaged school property must be paid for at the full retail price.

## **5. DISCIPLINE**

### **5.1 General Norms for Acceptable Behavior**

Student behavior must always reflect the standards of ethical conduct and good citizenship expected in society generally and especially of students in a Catholic school. Effective learning and development of character are the primary objectives of this school. To accomplish these and other school objectives, students must conform to the requirements set by the school to maintain a constructive, orderly learning environment.

Violation of the procedures, policies and regulations in this handbook may result in sanctions. Disciplinary sanctions include, but are not limited to, detention, suspension, probation, required withdrawal or expulsion. The Principal is the final arbiter of all disciplinary matters.

Students and parents must be courteous to all members of the school community, including faculty, staff, visitors and other students. They must respect the property of the school and of others. While the school bears no responsibility for student behavior outside the building, Saint Agnes students are expected to behave in a manner that brings credit to themselves and their school at all times and places. Students who discredit the school are subject to disciplinary sanctions.

Students are not permitted to use vulgar or obscene language, writing or other forms of expression. Students must comply with all directives given by any staff member. Insubordination is not tolerated. Answering back or any other form of disrespect to a staff member is a very serious breach of proper conduct.

Students who express any intention to harm themselves or others, in any forum, have no expectation of privacy. All such expressions will be taken at face value, and staff will report them to the school administration. Safety always takes precedence over any consideration of privacy in such matters.

Harassment of any kind, whether verbal, written or physical, is a very serious violation of school discipline.

Students who damage school property or the property of another member of the school community are required to pay for the restoration or replacement of such property, and violators will be subject to severe disciplinary action.

The school administration reserves the right to investigate disciplinary matters thoroughly. This may include use of electronic security devices and interviewing students. Unlike criminal investigations by the police or other agents of the State, the school may conduct interviews of students with or without parental presence. Upon completion of the investigation of serious breaches of discipline, parents will be notified if the administrators believe the student was involved in wrongdoing.

## **5.2 Attendance**

New York State Education Law 3205 requires minors to attend full-time schooling until at least the end of the school year in which they first reach age 16. Prompt and regular attendance is essential for academic success. Absences are judged in accordance with the compulsory education laws of New York State, which stipulate: "No excuse will be accepted by any school authority unless such absence is caused by the pupil's illness, illness in the pupil's immediate family, or some emergency situation." The school may excuse at its own discretion other absences where satisfactory arrangements have been made in advance.

While teachers will normally assist any student who has an excused absence, they are never obligated to help a student who has missed work because of an unexcused absence or lateness.

The school reserves the right to demand a doctor's note to verify any illness or treatment in cases where, in an administrator's opinion, absence has been chronic or suspect.

Doctor and dental appointments are not excused absences unless a note from the doctor or dentist is presented showing clearly the date and time of the appointment. Driving tests, job and college interviews are not considered excused absences and are recorded as trancies.

### **5.2.1 Absence Procedures**

If a student is absent, a parent or legal guardian must call the school at 212 873-9100 before 10:30 AM on each day of absence.

When the student returns to school, he must bring a note signed by a parent or guardian explaining the absence, including the student's name, the date(s) of the absence(s), and the reason for the absence(s). Students returning to school after an absence of five consecutive days must submit a doctor's note. All absences during mid-term or final school examination periods require both a parental phone call on the morning of the exam and a certified doctor's note. Failure to comply will result in a grade of zero.

The student will be given an admit slip to present to his teachers at the beginning of each class period. The admit slip

will indicate whether the absence was excused or unexcused. Work missed during an unexcused absence will receive a grade of zero.

A student whose absence was not accompanied by both a parental call and a written note may be refused admission to school.

### **5.2.2 Excessive Absence and Lateness**

Excessive absences and latenesses interrupt the continuity of instruction that is essential to mastering academic subjects. Therefore, the school requires regular and punctual attendance and imposes penalties for excessive absence or lateness. The school calculates the student's excessive absence and lateness number (EALN) by adding the number of absences plus one-third the number of latenesses accrued during the current school year. Note that all absences and all latenesses, for any reason and whether excused or not, are included in the EALN. Absences for students who are not permitted to attend classes because of past due tuition are included in the EALN computation.

If the EALN is equal to or greater than 20, an administrator may require a parent or guardian to come to school for a conference to discuss the student's poor attendance. If a parent or guardian fails to report for such a conference within five school days of being contacted, then the student must withdraw from the school immediately or be expelled.

If the EALN is equal to or greater than 25, an administrator will place the student on in-school suspension and contact the parent or guardian to arrange a conference. The student will remain on in-school suspension until the parent/guardian conference takes place. At the conference, the administrator will place the student on a disciplinary contract, signed by the parent or guardian. If a parent or guardian fails to report for such a conference within five school days of being contacted or refuses to sign the disciplinary contract, then the student must withdraw from the school immediately or be expelled.

If the EALN is equal to or greater than 30, an administrator will notify the parent or guardian that the student must withdraw immediately or be expelled.

The academic record of students required to withdraw under this policy will show that all courses for the school year are Incomplete, with no credit granted.

The Principal, at his sole discretion, may grant an exception to these penalties for excessive absence and lateness. Parents or guardians may present documentation of the circumstances surrounding the excessive absences and latenesses, such as a doctor's note specifying dates and times of required treatments, evidence of participation in home instruction provided by the Board of Education, or other information relating to the poor attendance. The Principal, at his sole discretion, will decide if the documentation presented constitutes good and sufficient cause to grant an exception to this policy and to permit the student to continue enrollment at the school.

### 5.2.3 Truancy

Truancy is any unexcused absence. Truancy is regarded as a very serious matter and carries both disciplinary and academic sanctions. Truancy is always noted in the student's records. A truant student will be readmitted to school only after his parents or guardian meet with the Assistant Principal for Students. A second truancy at any time during the student's attendance at the school is grounds for dismissal from school. All class work missed because of truancy will receive a zero, but the student must make up missed written and study assignments as a condition for their continued enrollment at the school. Truant students will receive ten hours of detention for each day of truancy.

### 5.2.4 Cutting Classes

Students are required to attend all assigned classes each day. Cutting class is regarded as a very serious matter and carries both disciplinary and academic sanctions. Teachers may assign a grade of zero for any tests, quizzes or other work missed as a result of cutting a class. Students will be give 5 detentions for the first offense; 10 detentions for the second offense, and they will be suspended for additional offenses.

### 5.2.5 Lateness

Students must plan to be in the building by 8:05. A student who is not in first period class when the bell rings or in other classes or homeroom after attendance has been taken is considered late.

Any student entering class after the attendance has been collected must report to the office, sign in, receive an admit slip, report promptly to class, and report to detention after school to make up lost time and penalty time. The Assistant Principal for Students may impose additional penalties for lateness.

Any student entering class late because he has been in conference with a teacher elsewhere in the building must request a note from that teacher to be admitted to the next class as an excused lateness.

Teachers may assign students who arrive late for a class and who therefore miss work or a quiz or test with a grade of zero for that missed work, unless the lateness is excused by the Assistant Principal for Students. Oversleeping at home, going to lockers or to the restroom will not be accepted as excuses for being late to class. At his sole discretion, the Assistant Principal may excuse latenesses due to documented, extended transit delays, or other serious, documented reasons.

### 5.2.6 Excessive Lateness

Students late for school twenty times will be suspended from school and receive twenty hours of detention. The same penalty will apply upon additional latenesses in increments of ten (i.e., the thirtieth, fortieth, etc.) Students will receive further disciplinary sanctions according to their overall record.

### 5.2.7 Snow Closings

In the unlikely event that Saint Agnes Boys High School closes because of inclement weather, students will be informed by an announcement on the following radio and television stations. Any announcement about the school closing will always mention Saint Agnes in Manhattan specifically by name. Announcements about Catholic schools or Archdiocesan schools do not apply to Saint Agnes.

- WCBS 880 AM at 5:20, 5:50, 6:20, 6:50 and 7:20 in the morning. Closings and delays will also be posted on the WCBS web site: [WWW.WCBS880.COM](http://WWW.WCBS880.COM).
- WINS 1010 AM at 6:06 and 7:06 in the morning
- WNBC TV Channel 4 begins school closing notifications at 5:00 AM.

If Saint Agnes Boys High School in Manhattan is not specifically mentioned, students are expected to be in school on time. Parents should be aware that there are several other schools named St. Agnes, such as St. Agnes Academic High School, a girls Catholic school in Queens.

### 5.2.8 Early Dismissal

Students whose teacher is absent for their last class of the day may be dismissed after attendance is taken and an assignment is given. Other circumstances, such as inclement weather, may also result in early dismissal. If parents wish their son to do anything other than go home in such circumstances, they should make sure their son knows what their wishes are from the very beginning of the school year.

### 5.2.9 Attendance and Extra-Curricular Activities

Students who are absent from school or who miss more than 90 minutes of class time because of later arrival or early excusal may not participate in any extra-curricular activity that day.

## 5.3 Building Restrictions

### 5.3.1 Before and After School

Students should not arrive at school before 7:20 AM. Prior to 7:50 AM students are allowed in the cafeteria only. After dismissal, students are not permitted to be anywhere in the school building unless they are under the official supervision of a faculty member.

Because of the heavy pedestrian and commercial traffic on nearby streets, students are not allowed to congregate on the school steps, in front of the building or on the sidewalk or in the general vicinity of the school. When leaving the building, students must move away quickly from the school and proceed home.

### 5.3.2 Off Limits

The roof, kitchen, custodial area, boiler room, faculty lounge, and any unsupervised room are off-limits to all students at all times.

The basement exit areas, the stairways, and the shower room are off limits before school, after school and during lunch periods. The shower room may only be used with supervision.

The gymnasium is off limits to unsupervised students at all times, including but not limited to during the school day, during lunch periods, and after school. Food and beverages are not allowed in the gym at any time. Sneakers must be worn at all times in the gym.

The elevator is off-limits to students at all times. Students with medical need to use the elevator must present a signed doctor's note to the Assistant Principal for Students to receive an elevator pass. Students using the elevator without a pass will receive five days detention for the first offense, ten days detention for the second offense, and suspension for further offenses.

Except in an emergency or a fire drill, the fire escapes are off limits to students. Students on the fire escapes will be suspended from school.

Students found in any off-limit area are subject to disciplinary sanctions.

Students will receive five days detention for unauthorized or inappropriate use of the following areas:

- any school office, staff office, staff resource room or staff lounge
- the gym or weight room
- any enclosed area in the basement or cafeteria
- classrooms or labs
- any area on the fourth floor with the exception of the guidance offices with a valid guidance pass
- the back staircase

Students will be suspended from school for unauthorized presence in the following areas:

- the sub-basement
- any storage area or closet
- fire escape or the use of the security doors, fire extinguishers or fire hoses
- any locked enclosure
- the superintendent's apartment

Students will be expelled if they are found on the roof.

#### **5.4 Cafeteria**

Freshmen, sophomores and juniors are required to eat lunch in the school cafeteria. Lunch is available for a fee. The procedure for buying lunch cards will be announced at the beginning of each school year. Students not wishing to participate in the daily lunch program may bring their own lunches from home.

All students are expected to cooperate in keeping the dining area clean and neat. Supervisors in the cafeteria may assign students to pick up after other students who may have left their own areas unclean. Students are expected to assist generously in this matter.

Seniors may be allowed to leave the school building during their lunch period. This privilege may be revoked at any time by the administration.

Food, snacks and soft drinks are never to be taken out of the cafeteria.

#### **5.5 Dress Code**

Students must be in full compliance with the dress code during the school day, when entering and when leaving the school building. No changing of clothes or shoes is to be done in school except for physical education class.

Regardless of weather conditions, students must leave coats, jackets, sneakers, gloves and hats in the locker during the school day. No student may enter a classroom with these items at anytime during the school day. Students should insure the safety of these items by keeping their lockers locked at all times with a school-issued combination lock.

All clothing must be clean, neat and pressed. It is strongly suggested that students not wear expensive designer-type clothing, jackets or shoes. Lost or stolen items are not the responsibility of the school.

Students must dress for school according to the following requirements. Failure to comply is grounds for disciplinary sanctions, including expulsion:

- A dress tie must be worn. Western-style string ties or bow ties are not acceptable.
- Students must wear a long- or short-sleeved solid white dress shirt with buttons from the neck to the waist and that has a collar. Shirts must be clean, pressed, tucked inside slacks, and completely buttoned. Flannel shirts are not acceptable.
- Shoes are to be solid black dress shoes that are capable of being polished. No colored piping or two-tone shoes are allowed.
- Socks are a required part of the dress code.
- Dress pants or slacks must be worn in a businesslike manner, with a belt. Pants must be worn at the waist. No pants with outside pockets are allowed. No denim or jeans whatsoever, regardless of color, are permitted. Corduroy dress slacks are permitted if they conform to all other guidelines.
- The only sweaters allowed to be worn are V-neck sweaters sold by the school. No denim, leather jackets, vests or sweatshirts of any style may be worn in school.
- Hats may never be worn in the school building.
- Students cannot wear long-sleeved shirts under the school dress shirt or school summer shirts.

Students are required to be neat and clean in appearance. Shirts, pants and ties are to be worn in a correct, businesslike manner.

Beards are not permitted. Students may have a small, neatly trimmed mustache. Sideburns may not extend below the bottom of the earlobe. Students are not permitted to dye their hair in any color that will draw attention to their person. Ponytails are not permitted. The length of hair is not to exceed the top of the shirt collar or the bottom of the ear lobe, even if

braided. Hair must not protrude from the scalp by more than two inches. Extremes in grooming are not permitted, such as, but not limited to: Mohawks, designs cut into the hair, etc. The determination of what is extreme will be made at the sole discretion of the assistant principal for students. Students not complying with the above regulations will be sent home.

Earrings or studs are not allowed. Visible piercing of any type is not permitted.

When the summer dress code is announced, student may wear a Saint Agnes shirt purchased from the school in place of the dress shirt and tie usually required.

The school administration reserves the right to judge new trends as they emerge to determine if they are in conformity with the dress code.

### **5.6 Driving to School; Skateboards**

Permission to drive a car to school is a privilege extended directly by parents to their sons. Therefore, the school assumes no liability in any aspect of the matter. However, for the protection and good of all involved, we wish to clarify the following concerns:

- Students are not to go to their car at any time during the school day.
- School rules concerning lateness are in full effect for all students, regardless of how they travel to school. Searching for a parking space, traffic jams, or other car-related situations will not excuse a student from being in school on time.
- For the protection of all students and out of concern for their parents' liability, we urge parents to discourage their son from driving other students to or from school.

The school strongly discourages the use of skateboards or bicycles for transportation to and from school. The streets of Manhattan have very heavy traffic and can be dangerous for those using skateboards or bicycles. Moreover, the school does not provide a place to store either of these. Therefore, parents who allow their sons to use a skateboard or bicycle to travel to and from school do so at their own risk.

### **5.7 Drug and Alcohol Policy**

Saint Agnes Boys High School is committed to two important goals: creating a safe environment for all of our students and helping individual students overcome self-destructive behaviors. We therefore distinguish between students who bring drugs or alcohol into school and those who seek help for drug or alcohol use outside of the school.

Any student who possesses, uses, sells or buys, gives or receives alcohol, drugs or drug paraphernalia in the school building, traveling to or from school, or at a school-related function will be required to withdraw immediately. If a family declines to withdraw such a student, he will be expelled.

A student who seeks help from school staff to overcome the use of alcohol or drugs and who has not brought these substances

into the school in any of the ways described in the paragraph above will be allowed to continue attending St. Agnes provided he cooperates with the counseling he receives and does not pose a foreseeable danger to any member of the school community.

### **5.8 Electronic Devices**

Radios, televisions, camcorders, cassette, CD players or recorders, cellular phones, laptop, notebook or palmtop computers, electronic paging devices, iPods, MPG players or other similar types of electronic equipment are not permitted in the school during the school day and will be confiscated for one month on the first offense, and until school ends in June for a second offense.

The school is not responsible if students violate this rule and these items are lost or stolen. Parents who believe that a cell phone is essential may request an exception. Students violating this policy will be assigned five hours of detention for the first offense, ten hours for the second offense, and suspension from school for the third or greater offense.

### **5.9 Field Trips**

Educational field trips are privileges and no student has a right to participate in any field trip. Students can be denied participation if they fail to meet academic or behavioral requirements, at the sole discretion of the Principal. Students participating in a field trip must have written permission from a parent or guardian. Permission given over the telephone is not acceptable.

Students will be given the Archdiocesan parental permission form, which must be signed by a parent or guardian and returned to the teacher who issued it. Other notes or telephone calls will not be accepted. Parents who permit their sons to participate in a field trip release the school from liability for any accidents or injuries that might occur.

### **5.10 Fighting**

Saint Agnes Boys High School strives to provide a safe environment for all its students. Students who engage in fighting or other violence while in the school building, at school-related events, while traveling to or from school, or while traveling to or from a school-related event will be suspended. Repeat offenses may lead to expulsion, at the sole discretion of the Principal.

### **5.11 Fire Drills**

When the fire alarm sounds, students are to evacuate the building immediately according to the routes posted in each room or as directed by the teacher. Students must maintain absolute silence during the entire fire drill.

False alarms, whether fire alarms or any other false reports of peril, endanger lives and are illegal. Students who participate in any false alarm will be turned over to the police department for prosecution according to city ordinance and will be expelled from the school. Time missed from class because of a false alarm will be made up by extending class time that day.

## 5.12 Harassment

Saint Agnes Boys High School forbids all forms of harassment or intimidation toward any member of the school community. Harassment includes, but is not limited to: bullying, physical intimidation, making derogatory comments about another person's appearance, sexual comments or innuendo, or any other action or communication that can be reasonably construed as a form of harassment or intimidation or that creates an intimidating, hostile or offensive school environment for any member of the school community. Harassment in any form is directly contrary to the school's mission and philosophy and will be dealt with most severely. Any student who believes that he has been harassed should report the matter to the Assistant Principal for Students immediately.

## 5.13 ID Cards

Official school identification cards are issued to all students and must be carried at all times during the day. These cards are required to sign out books from the library, for admission to certain school functions, and for administrative purposes. Staff members may require a student to present and surrender his ID card at any time and in any place, on or off school property. Failure to comply with such a request from any staff member is gross insubordination and the student will be escorted to an administrator.

ID cards are the property of Saint Agnes Boys High School. Lost or stolen ID cards must be reported to the main office promptly. There is a replacement fee of \$15.00.

## 5.14 Library

During their lunch periods, students may use the library as a place for quiet study only. Therefore, silence is to be observed. No more than 30 students will be admitted during lunch. Food and drink are prohibited. Once seated, students must remain in their seats. The computers are not to be used during lunch periods. Student must be engaged in silent study. When requested, students must surrender their ID card to the supervisor on duty. The library may be used only when an adult supervisor is present.

## 5.15 Lockers

School lockers are the property of the school and are assigned to students for their use during the school year. The school reserves the right to regulate and control the use of the lockers. Student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason. Students have absolutely no expectation of privacy with regard to any item in their desks or lockers.

The Assistant Principal for Students assigns each student a locker and provides the correct combination to the lock or an external padlock. No student may use a locker other than the one assigned to him, nor may he share a locker with any other student. No other locks, padlocks or security devices may be

attached to the lockers without the explicit permission of the Assistant Principal for Students.

Students must safeguard their lock combinations. These should never be written on books or loose papers or given to other students. If a change of locker or combination or padlock is required, a \$10.00 fee will be charged.

The school assumes no responsibility for articles left in the lockers at any time. Students are warned not to leave wallets, transportation passes, ID cards, money, jewelry or other valuables in their lockers at any time.

Because of the limited time for changing classes, students may go to their lockers at the following times of the day only:

- before homeroom period and at dismissal
- before and after the lunch period
- before and after Physical Education classes
- on days when there is a shortened-period schedule without a lunch period, students may go to lockers at the end of fifth period.

Students must plan the day carefully. Any student found at his locker at other times will receive detention.

## 5.16 Lost and Found

Students must put their name in the front cover of all books. Items found on or around school property must be turned in to the main office promptly. Students looking for lost items may check the lost and found in the main office. Items placed in the lost and found that are unclaimed after fifteen days will be discarded.

## 5.17 Medication

Students who must take prescribed medications during the school day must present a physician's note to the Assistant Principal for Students for approval. This note must specify the student's name, the name and dosage of the medication, the name, address and telephone of the prescribing physician, and a statement that in the physician's professional opinion, the student is capable of self-directing his medication. The student must store the approved medication in the Main Office.

## 5.18 Physical Education and Use of the Gym

Students participating in physical education must present a completed school medical form signed by a doctor. As with all other classes, students must report promptly for all physical education classes. Physical education students must bring their gym uniform and gym lock to each scheduled physical education class.

## 5.19 Sanctions for Poor Behavior

### 5.19.1 Detention

There are two kinds of detention: teacher detention and school detention. Teachers may detain students for misconduct in the classroom. School detention is given by the administration. However, teachers can refer students to an administrator, who will determine if school detention will be assigned.

School detention is normally held after school hours. After-school employment or extracurricular activities are never sufficient reason for missing an assigned detention.

Failure to report to any teacher's detention or to fulfill school detentions may result in suspension. Juniors and seniors should note that disciplinary detention takes place after all classes are over for the day. The early dismissal privilege for juniors and seniors will not be accepted as an excuse for missing an assigned detention.

### **5.19.2 Suspension**

Saint Agnes Boys High School is a private school. Continued enrollment at the school is by mutual agreement between the school and parents or legal guardians. Enrollment can be terminated for cause at any time. Students whose conduct indicates a general and consistent unwillingness to behave in accordance with school standards will forfeit the privilege of participating in classes and extracurricular activities for a set period of time. Parents or guardians will be informed of the student's change in status and a suspended student will not be allowed to return to school until he and his parents or guardians appear before the school administration.

### **5.19.3 Contract**

A contract officially documents an agreement between the school, a student, and his parents or guardians. Failure to comply with the terms of a contract will result in immediate dismissal from the school. A contract is offered at the sole discretion of the administration, and represents a last chance before the student is required to withdraw from the school. If the student or parents or guardians refuse to sign a contract when it is offered, then the student will be required to withdraw immediately.

### **5.19.4 Probation**

Disciplinary probation is an official notification to parents or guardians that a student's behavior or attitude is unacceptable. Students on disciplinary probation who fail to correct their behavior will be expelled.

### **5.19.5 Withdrawal or Expulsion**

The school has a zero tolerance for the following: theft; weapons; bringing alcohol, drugs or drug paraphernalia into the school as outlined in the Drug and Alcohol Policy above, or endangering the welfare of another; these offenses will result in expulsion. Theft includes taking or possessing any material that a student knows or reasonably should know does not belong to him. The school administration reserves the right to impose the sanction of expulsion for other offenses, at its discretion.

### **5.20 School Name**

Any individual or group using the name of Saint Agnes Boys High School in connection with its activities must have the prior written permission of the Principal.

### **5.21 Sent to the Office by a Teacher**

Students who are sent out of class to the office of the Assistant Principal for Students must comply with this directive immediately. They must report directly and immediately to the office. If the Assistant Principal is not in his office, they must report to the Main Office instead. If a student believes the referral was not deserved, he can discuss this with the Assistant Principal for Students. The student must never argue with the teacher or delay leaving class once he has been told he must leave. In addition to whatever sanctions the initial bad behavior itself will merit, refusing to leave or not reporting to the Assistant Principal will result in five detentions for the first offense, ten detentions for the second offense, and suspension from school for additional offenses. If the student fails to correct his behavior through these progressive sanctions, the school may require him to withdraw.

### **5.22 Sleeping in Class**

Students must be prepared for class both physically and mentally in order to be educated. Students and their parents must ensure that students go to bed at a reasonable hour the night before each school day so that they arrive at school able to fully participate in class. Teachers will refer students who sleep in class to the Assistant Principal for Students. The first offense will result in one detention; the second offense, five detentions; the third offense, ten detentions. All further offenses will result in suspension from school. If the student fails to correct his behavior through these progressive sanctions, the school may require him to withdraw.

### **5.23 Smoking**

Students are not permitted to smoke in the school building or within a two-block radius of the school.

### **5.24 Visitors**

Upon entering the building, visitors must report to the main office to obtain permission from an administrator to visit. Students are to treat authorized visitors with courtesy and respect.

Any visitor in the building without permission from an administrator will be asked to leave immediately. Unauthorized visitors who refuse to leave immediately are subject to police arrest for trespassing on private property.

## **6. EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS**

### **6.1 Eligibility for Athletics and Activities**

The administration, the respective coaches and moderators and the Athletic Director make rules and regulations governing the student's participation in athletic and other extracurricular activities. It is the student's responsibility to be aware of and abide by the rules and regulations that pertain to his sport or activity.

Students on academic probation are ineligible to participate in any school activity and interscholastic sports until the next report card is issued and the academic probation is rescinded.

Students who are failing three or more subjects as of the first progress report are not be permitted to participate in any fall sports and activities.

The administration reserves the right to declare a student ineligible from participation in any school activity because the student has demonstrated his unwillingness to follow school rules or because the student has poor attendance or chronic lateness.

In order to participate in a sport or activity on a given day, the student must be present for classes on that day or must provide a doctor's note or other official excuse for his absence, beyond the usual note and phone call from parents or guardians.

Interscholastic sports are governed by the Catholic High School Athletic Association (CHSAA). Among the rules set by the CHSAA:

- High schools are not permitted to recruit students by offering athletic scholarships or other inducements to attend based on athletics.
- Students who transfer from one CHSAA school to another are ineligible to play any sport in which they represented their prior school in competition for one year from the date of the transfer.
- Students must enroll in a school within the first fifteen days of a semester in order to be eligible for any interscholastic sport during that semester.

### **6.2 Extracurricular Activities Offered**

The school sponsors extra-curricular activities based on student interest and availability of funding, coaches, moderators and facilities. At the time of this writing, extra-curricular activities include: baseball, soccer, basketball, National Honor Society, student council, yearbook, mock trial, chess club, intramural activities, drama club, and service organizations. The school reserves the right to modify the available activities at any time, at the sole discretion of the Principal.

### **6.3 Hazing Policy**

Saint Agnes Boys High School strictly prohibits hazing. Hazing is defined as any conduct or method of initiation into any organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or any other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such students or other persons to extreme mental stress, including deprivation of sleep or rest or extended isolation. This policy applies to behavior that occurs on or off school property both during and after school hours. Faculty and staff must immediately stop such behavior if they discover it and they must file a complete

report of the matter with the Principal. Students who believe that hazing has occurred have a duty to report what they know to the Principal immediately.

### **6.4 Medical Forms Required**

By law, no student may participate in any physical education class, intramural or interscholastic sport unless he has submitted the school medical form, doctor's approval form and the school's parental permission form.

Any student trying out for an interscholastic sport must have a medical form or a doctor's approval form on file before trying out. For sports that begin practice before classes resume in the fall, this form is due at the time of the first practice in August. For physical education classes and all other sports, these forms must be submitted during the first week of school.

### **6.5 Parent, Guardian and Family Behavior**

The purpose of athletic participation at St. Agnes Boys High School is to provide all students on the team with a healthy and enjoyable experience of working together for a common goal. The athletics program is not intended to showcase any one student's talent over the others on the team, nor is it to help students win college admission or financial assistance because of athletics.

In light of this athletic philosophy, parents, guardians, family members, or those who may coach the student in other venues are not permitted: to sit in the vicinity of the team bench or in the areas used by the scorekeepers at the game; to disrupt an event or distract participants; nor to speak disparagingly of the school's players, coaches or staff, nor those of any other school. The principal, at his sole discretion, may impose sanctions for violations of these policies, including but not limited to: banning the offending party from attending any school athletic events; suspending or removing the student from the team; requiring the withdrawal of the student from the school; or expelling of the student from the school.

### **6.6 Sportsmanship**

Students participating in or attending interscholastic athletic competitions, and their parents or guardians, must manifest courtesy and good sportsmanship at all times, and comply with all regulations, requests or announcement made by game officials or by the staff of Saint Agnes Boys High School or by the staff of the hosting school.

### **6.7 Transportation**

The Athletic Director arranges transportation to and from athletic events. School staff are not permitted to use their own vehicles to transport students. Because of the liability involved, parents are urged not to drive students other than their own son to games or activities. Students are not permitted to drive themselves or other students to any school event.

## 7. FINANCES

### 7.1 Tuition and Fees

#### 7.1.1 Tuition Payment Procedures

Saint Agnes Boys High School is entirely dependent on timely payment of tuition so that the school can pay its teachers and meet its other obligations on time.

Tuition for 2009-10 is \$6250. Parents or guardians are solely responsible to pay all tuition, workbook fees and incidental fees and have no expectation that Saint Agnes Boys High School will reduce or subsidize any charge or fee. The school itself cannot offer any tuition reduction or financial aid.

All tuition must be paid to the Tuition Management Systems (TMS), either in a single payment, due by August 10, or in ten equal payments, due on the tenth of each month from August to May inclusive. Except as noted below for overdue tuition, the school does not accept tuition payments. All tuition payments must be mailed directly to Tuition Management Systems.

TMS mails monthly tuition reminders to inform parents or guardians about payments received and tuition that is due. Parents or guardians should check the monthly statement they receive from TMS to ensure proper crediting of payments. They must resolve any dispute concerning the recording of tuition promptly and directly with Tuition Management Systems. The school will rely on reports provided by Tuition Management Services concerning overdue tuition.

TMS will assess fees for late payment if the full amount due is not paid by the tenth of the month. TMS also charges a fee for checks returned unpaid because of insufficient funds.

Parents or guardians can obtain information about their tuition account directly from Tuition Management Systems (TMS) in any of the following ways:

- by calling a representative at 800 722-4867 from 8 AM to 10 PM EST on weekdays or 9 AM to 3 PM EST on Saturdays
- by automated phone service at 800 463-6994 at any time.
- online at [WWW.AFFORD.COM](http://WWW.AFFORD.COM)
- by emailing [service@afford.com](mailto:service@afford.com)

#### 7.1.2 Overdue Tuition During the School Year

During the school year, students whose tuition account has a past due balance that is more than one normal monthly payment will not be permitted to attend classes or participate in any school sport or activity, including the prom, until the amount that is past due is paid in full. For example, if your normal monthly payment is \$625, and your account is past due by more than \$625, then the student will not be permitted to attend classes.

After the tenth school day of suspension for past due tuition in any one school year, the Principal, at his sole discretion, can require the student to withdraw from the school; in such

circumstance, if the parents or guardians refuse to withdraw the student, he will be expelled.

When a student has been suspended because of tuition, parents or guardians may wish to expedite his return to school without waiting for a check to travel by mail to TMS and to be credited to their account. In such cases, the parent or guardian should bring a money order or certified bank teller's check to the finance office, Room 107. The money order must be payable to Tuition Management Services for the full amount that is due. The finance office will then place the payment in the mail to TMS and authorize the student's return to class. The school will **not** accept a personal check or cash for tuition under any circumstances.

#### 7.1.3 Overdue Tuition During Exams

Exam passes are issued only to students whose tuition account has no amount past due. Students are not admitted to any school mid-term or final examination without an exam pass. Students who miss mid-term or final examinations but complete their tuition payment on or before the date of the make-up exams are permitted to take the missed exams provided that they complete all make-up exams no later than the date of make-up exams. Any exam not taken by the date of the make-up exams will be assigned a grade of zero. Exam passes are not required for Regents examinations.

#### 7.1.4 Overdue Tuition During the Summer

Students with any financial obligations during the summer cannot enroll in Saint Agnes' summer school. Students cannot return to school for the new term in the fall until all obligations are completely paid, both for the past year and for the first month's tuition due August 10 for the new school year. Parents or guardians wishing to expedite a student's return to school may bring a money order or certified teller's check, following the procedure above in 7.1.2.

#### 7.1.5 Items Withheld for Unpaid Tuition

The school will withhold all transcripts, report cards, yearbooks and diplomas for students with any unpaid financial obligations. This policy will be equally enforced against debts discharged through bankruptcy. Students, parents and legal guardians hold Saint Agnes Boys High School free of any liability for any negative effect these actions may have upon them. As a private Catholic school, Saint Agnes has a legal right to withhold such items until an account is completely paid. "Since there is a contractual relationship between a family and a non-public school, non-public schools may refuse to provide report cards or transcripts to a student whose family has not fulfilled their obligation to pay all tuition and fees." (*Matter of Spas v. Wharton*, 431 NYS 2d 638 and 106 Misc. 2nd 180.)

In light of the above, no report cards, transcripts, certificates or diplomas will be issued until all financial obligations and accounts are satisfied in full. This includes miscellaneous fees, library books and library fines, and restitution for lost or damaged loaned textbooks and school property. No student will be allowed to take mid-term or final examinations until all

financial obligations have been met. All school fees are non-refundable.

#### 7.1.6 Graduation Fee

Seniors must pay a graduation fee of \$100, which covers the cost of caps and gowns; rental of the church for graduation Mass and commencement; printing of diplomas, programs, tickets, and invitations; fees to musicians; and other expenses related to graduation. Caps and gowns and graduation tickets and invitations will not be issued until all financial obligations have been paid. The graduation fee is required of all seniors, even if they do not attend the graduation ceremonies.

#### 7.1.7 Registration Fee and TMS Fees

All students must pay a one-time, non-refundable registration fee of \$100 upon enrollment in the school. Tuition Management Systems (TMS) charges an annual fee of \$42 for their services. TMS adds a late penalty each month if an account has a past due balance.

#### 7.1.8 Advanced Placement Exam Fees

Students scheduled for Advanced Placement (AP) courses are required to take the corresponding Advanced Placement exams, offered by the College Board in May. The College Board charges a fee for each test - \$84 in May 2008. After the College Board sets the exam fee for 2009, this fee will be posted to the student's tuition bill. Under a federal program, this AP fee may be waived for students participating in the free lunch program, or reduced for those receiving reduced cost lunches. Students who do not take the AP exam for any reason will have the AP designation removed from their transcripts, and their averages will be re-computed without the special weight given to AP courses.

#### 7.1.9 Enrollment for Less than the Full School Year

Tuition will be pro-rated for students who transfer in or out of the school during the school year. All fees, however, are payable in full regardless of the duration of enrollment.

Parents must pay 1/180 of the annual tuition for each school day on which their son was registered at St. Agnes. Note that this is based on days on the official register, regardless of actual attendance. Registration ceases on the school day following the completion of official withdrawal, including a letter from a parent or guardian, return of all school materials including loaned textbooks, Metro Card and school ID card, and payment of all financial obligations.

#### 7.1.10 Scholarships and Financial Aid

Because St. Agnes Boys High School strives to keep tuition as low as possible for all of its students, the school itself does not offer financial aid or scholarships. A number of students do receive assistance from sources outside the school. Parents are asked to send the school a copy of any award letters from such organizations, stating the amount of this aid so that we can make the appropriate adjustments to tuition billing. Note that a scholarship award is an agreement between the parents and the

organization providing the scholarship. Parents remain ultimately responsible to St. Agnes Boys High School for the full amount of tuition and fees.

#### 7.2 Mailings to the Home

The school mails home information such as newsletters, informational letters, financial reminders, report cards and progress reports. Parents and guardians must read these mailings to keep informed of school matters. Unless a letter is returned to the school by the post office marked "Undeliverable," the school assumes that the material has been received, read and understood. Parents therefore have an obligation to promptly inform the school of any change in the student's home mailing address, telephone number or other emergency contact information.

Unlike the other academic reports, the final report card in June is not mailed home. Students must report on the last day of school as published in the calendar to obtain their report card, register for summer school if necessary, and receive their yearbooks. Any student who does not report on that last school day must bring in an absence note for that missed school day to receive his report card and yearbook. Final report cards will not be mailed home.

#### 7.3 MetroCards

The City of New York provides free MetroCards to city residents who live at least 1.5 miles from school. Students who live between 0.5 miles and 1.5 miles away from school receive a MetroCard for half-fare on buses only. These school MetroCards must be used only for transportation to and from school. Students who live less than 0.5 miles from school are not issued MetroCards.

Students must report lost MetroCards to the Administrative Assistant to the Principal so that the card can be deactivated. A new MetroCard will be issued after this report is filed; however, there is a waiting period of up to a six-weeks before the City issues a replacement MetroCard.

#### 7.4 Textbooks

Textbooks are on loan from New York State and **must be returned at the beginning of each final exam**. Students who do not return a book or pay to replace it will not be permitted to take final exams in any subject until all books loaned to them have been returned or paid for. All lost or damaged textbooks must be paid for at the full retail price of the book. Students must place their full name and year of graduation in ink in the front of each of their textbooks.

Students may purchase required workbooks, lab books and religion books from the Assistant Principal for Academics in Room 103.

#### 7.5 Transcripts

The guidance department mails transcripts for current seniors to the colleges of their choice at no charge. Graduates who need transcripts should request these in writing, specifying their full

name, year of graduation, date of birth, and the name and address of the college or employer to whom the transcript is to be mailed. The fee for each transcript is \$5.00, in cash or money order. Personal checks are not accepted for transcripts.

## **8. GUIDANCE**

### **8.1 Academic and Personal Guidance**

The guidance department assists and monitors student academic performance; provides personal assistance and counseling for students with the understanding that such service is a school-based guidance program and not a replacement for therapy sessions; assists in college placement and career counseling.

Each student is assigned to a counselor and is urged to seek advice whenever the need arises. At the request of a student, parent or an administrator, counselors can provide referral to other specialists or agencies that may be of more help with a particular problem or more serious situation.

### **8.2 College Applications**

The guidance department provides information about applying for admission to college and applying for financial aid. However, the responsibility for investigating colleges, taking entrance exams, and completing applications on time rests entirely with the student and his family. Students should begin researching colleges in the spring term of junior year.

Students should submit all forms to the guidance counselor well in advance of any due date to allow time for processing. The school's College Entrance Exam Board code is 333935.

### **8.3 Registering for Military Selective Service**

Federal law requires all 18-year-old men (including both citizens living abroad and immigrant non-citizens aged 18 to 25 living in the US) to register with Selective Service within 30 days of their 18<sup>th</sup> birthday. If you do not register, you are breaking the law. If prosecuted, you could be sent to prison for up to 5 years and may be fined up to \$250,000. In addition, you cannot qualify for federal student grants or loans for college, job training, and many state and federal jobs. The Selective Service website is [www.sss.gov](http://www.sss.gov) or call 1-800-688-6888.



## 9.0 GUIDE TO SERVICES

Parents are advised to call before coming in to school because the matter may be able to be resolved on the phone. If parents do need to come in, an appointment helps assure that the person they need to see will be available.

The school office is usually open from 7:30 AM to 3:00 PM on school days. During the summer months, the office is generally open Monday to Thursday, from 8:00 AM to 12:00 noon. Hours will vary during the week of July 4, Independence Day.

<b>For Help With . . .</b>	<b>See . . .</b>	<b>Room</b>
Admission to Saint Agnes	Mr. Conte	101
Admit pass for lateness or absence, after 1 <sup>st</sup> period	Ms. Connair/Ms. Tirado	106/102
Admit pass for lateness or absence, during 1 <sup>st</sup> period	Mr. Burke	205
Athletics	Mr. Paoletti	501A
Attendance Record	Ms. Tirado	102
College Admissions	Mr. Giordano	606
Discipline	Mr. Burke	205
Guidance – Grade 9, 10	Mr. Bunyan	506
Guidance – Grade 11, 12	Mr. Giordano	606
Guidance – ADAPP	Ms. Martin	301A
Locker problem	Mr. Burke	205
Lost & Found	Ms. Connair	106
MetroCards	Ms. Belette	107
Scheduling	Ms. Brewster	103
Sickness during the day or need a band-aid	Ms. Tirado	102
Textbooks	Ms. Breslin	502
Tuition	Ms. Belette	107

## 10. BELL SCHEDULE

Students must plan to be in the building by 8:05. This provides them with time to go to lockers and report to their first class on time.

<b>Period</b>	<b>Regular Day</b>	<b>Faculty Meeting</b> <i>Noon Dismissal</i> <i>No Lunch Period</i>	<b>Transit Delay</b> <i>Extended 1st Period</i> <i>No Homeroom</i>
1	8:20-9:02	8:20-8:46	8:20-9:16
2	9:06-9:48	8:50-9:16	9:20-10:04
HR	9:52-10:02	9:20-9:30	No homeroom
3	10:06-10:48	9:34-10:00	10:06-10:48
4	10:52-11:34	10:04-10:30	10:52-11:34
5	<b>Grade 9 &amp; 12</b> 11:38-12:08 Lunch 12:12-12:54 Class  <b>Grade 10 &amp; 11</b> 11:38-12:20 Class 12:24-12:54 Lunch	10:34-11:00	<b>Grade 9 &amp; 12</b> 11:38-12:08 Lunch 12:12-12:54 Class  <b>Grade 10 &amp; 11</b> 11:38-12:20 Class 12:24-12:54 Lunch
6	12:58-1:40	11:04-11:30	12:58-1:40
7	1:44-2:26	11:34-12:00	1:44-2:26