

**ST. CATHARINE ACADEMY**

**PARENT AGENDA BOOK**

**2011-2012**

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**NAME** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

## **ALMA MATER**

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

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

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## **INTRODUCTION**

St. Catharine Academy is a high school sponsored by the Sisters of Mercy of the Mid Atlantic Region. In fulfilling their educational purpose, St. Catharine Academy seeks to be faithful to the inspiration and legacy of Catherine McAuley, the founder of the Sisters of Mercy. She was motivated to make some lasting efforts to break the oppressive cycle of poverty and she was convinced that there was no better way to do so than through education, particularly the education of women. St. Catharine Academy is built on that conviction.

### **Mission Statement**

We shape a future for young women by providing quality secondary education that is faithful to the Gospel, Catholic tradition and the educational values of the Sisters of Mercy. Our school combines academic excellence with educational initiatives that encourage the development of women's leadership, respects the ethnic and cultural diversity present in our world and demonstrates commitment to the service of others.

### **Vision Statement**

We prepare our students to take their full, equal place as women in church and society by providing education that is attentive to the whole person and is responsive to the needs of our times. We place a particular priority on the need:

- for a spirituality that acknowledges the primacy of our relationship with God;
- to counter prejudice by valuing the dignity of each person;
- to create peace in our world by addressing violence and exploitation.

We strive to make this education available to all who seek it, especially the poor and underprivileged of our time.

### **Statement of Beliefs**

We believe that the following values are integral to the educational tradition of the Sisters of Mercy:

- collaboration
- compassion and service
- educational excellence
- concern for women and women's issues
- world vision and responsibility
- spiritual growth and development.

### **History of St. Catharine Academy**

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

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

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

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

The present enrollment of St. Catharine Academy is over 700 girls. The faculty members who instruct these students are dedicated teachers who bring to the students their spirit of enthusiasm, concern for each person, professional excellence and support of Christian values.

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

#### **Accreditation**

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

### **INTRODUCTORY STATEMENT**

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

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

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

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

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

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

## PART I – ACADEMIC GUIDELINES

### Admissions

#### Entrance Exam

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

#### Transfer Students

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

#### School Scholarships

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

### Program of Studies

St. Catharine Academy diplomas are issued to graduates who fulfill all requirements. The program of studies includes required academic courses and electives. Regents diplomas or Advanced Regents diplomas are issued to graduates who fulfill the requirements.

Courses	Class 2012 - 2013 – 2014 – 2015	
	Regents Diploma # of credits	Advanced Regents Diploma # of credits
Theology	4.0	4.0
English *	4.0	4.0
Social Studies *	4.0	4.0
Mathematics *	3.0	3.0
Science	3.0	3.0
Modern Language *	1.0	3.0
Visual Arts	1.0	1.0
Physical Ed/Health	2.5	2.5
Guidance	.5	.5
Electives	3.5	2.5
Service	40 hours	40 hours

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

Assessments	Regents Assessment Requirements		
		Regents Diploma (grade: 65 +)	Advanced Regents Diploma (grade: 65 +)
Math A <b>OR</b> Integrated <b>Algebra</b>		Yes	Yes
Living Environment		Yes	Yes
Global Studies		Yes	Yes
English		Yes	Yes
U S History		Yes	Yes
Math B OR Geometry AND Alg2/Trig		No	Yes
2 <sup>nd</sup> Science		No	Yes
Modern Language		No	Yes

#### **The Advanced Placement (AP) Program**

This program, sponsored by the College Board, exposes high school students to college-level material and gives them the opportunity to demonstrate mastery of the material by taking a national exam in May. Colleges will grant credit and/or advanced standing to students who successfully demonstrate proficiency in these examinations. SCA offers AP courses in American Government, Biology, English Literature, English Language & Composition, Spanish Language, Spanish Literature, United States History, World History and Calculus.

#### **Grading Philosophy**

Grading is important for the establishment of expectations for performance. A grading scale provides a pattern by which grades will be administered for individual achievement. Grading is a method by which student mastery of subject matter is assessed and reported.

A student's performance in class is assessed in many ways: written examinations, projects, reports, portfolios, homework, class work and lab reports. The individual weighting for each of these assessments is detailed in a departmental contract. Parents and students are provided with the departmental contract at the beginning of each course. They are asked to review the grading policy established by the department and to sign the Parent Acknowledgment Form acknowledging awareness of the grading policy.

It is important to realize that the same degree of success will not be achieved by all students in every subject. However, each student who works diligently should be able to achieve her own level of success in conjunction with parent and faculty involvement. Ultimately, students are responsible and accountable for their own grades.

### Report Card Grades-School Wide Policies

90 - 100%	Excellent	WP	Withdraw-Passing *
85 - 89%	Very Good	WF	Withdraw-Failing *
80 - 84%	Good	P	Passing
70 - 79%	Average	F	Failing
65%	Passing		

If a student withdraws from a class after the class is in session three weeks, a withdrawal grade will be assigned. The first semester withdrawal date is **September 30, 2011**; the second semester date is **February 17, 2012**.

### Computerized Grading

All report card grades are processed by computer, which also automatically calculates the cumulative year-to-date averages, the mid-term and final exam for two (2) -semester courses as follows:

1. The first report card will show the first quarter grade in each subject. The quarter grade is the average earned according to the grading policy of each subject.
2. The second report card will show:
  - a. the second quarter grade which is the average earned according to the grading policy
  - b. the mid-term exam grade (exam)
  - c. the semester grade for the fall term which is calculated automatically by the computer as follows:

$$(1Qx2) + (2Qx2) + (\text{Mid-term } x1) = \frac{\text{total}}{5} = \text{semester grade}$$

3. The third report card grade will show:
  - a. the third quarter grade which is the average earned according to the grading policy
  - b. the average in a subject to that date
4. The fourth report card grade will show:
  - a. the fourth quarter grade which is the average earned according to the grading policy
  - b. the final exam grade (exam)
  - c. the final subject average for the year which is calculated automatically by the computer as follows:

$$(1Qx2) + (2Qx2) + (3Qx2) + (4Qx2) + (\text{Mid-term } x1) + (\text{Final Exam } x1) = \frac{\text{Total}}{10} = \text{Final subject average}$$

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### Report Card Distribution

Report cards are distributed quarterly and the schedule for distribution is recorded in the school calendar. Every student is required to take her report card home and share it with her parent or guardian who is asked to sign it. The school abides by the provisions of the Buckley Amendment. Therefore, non-custodial parents are given access to the academic records and information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Report cards must be returned to the homeroom teacher by the announced due date. Failure to return the report card will result in a detention. The request for a replacement must be accompanied by a note from a parent.

### **Rank in Class**

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

- In a regular course, a year average of 85 = 85.0000;
- in an honors course the year average is multiplied by 1.05 and a grade of  $85 \times 1.05 = 89.2500$ ;
- in an AP course the year average is multiplied by 1.10 and a grade of  $85 \times 1.10 = 93.5000$ .

All course averages are then added together and divided by the number of courses and the result is the weighted final year average.

### **Honor Roll**

The quarterly honors listed on the report card are based on the current marking period. A student will receive first honors based on a current quarterly average of 90.0000%. A student will receive second honors based on a current quarterly grade point average of at least 85.0000%. To receive first and second honors, no grade including semester exams can be lower than 70.0000%.

### **Mid-term and Final Examination-School-Wide Policies**

The actual mid term and final exam grades are recorded on the report card. Absences for a mid-term or final exam equal zero without a doctor's note or documented family emergency. There are consequences for students whose tuition is in arrears for the midterm and final exams.

### **Semester Exams**

Examinations are scheduled at the end of each semester. These semester exams are comprehensive in nature. If no exam is scheduled for a particular subject, the criteria for evaluation will be given in writing at the beginning of the semester. Semester exams are usually one and one-half to two hours in length.

### **Regents Exams**

Regents exam grades are recorded on the student's report card but are not calculated in either the course average or the final average. Regents' exams are three hours in length.

### **Passing**

Courses: The final average at the end of a course indicates whether a student has passed (65+) or failed (64-). A course failure will require the student to attend summer school to make up the course. Regents Exams: New York State requires a passing grade (65+) in each of the following five assessments: Comprehensive English, Global History, Mathematics A or Integrated Algebra, US History and one science exam. A failure in any of these exams will require the student to attend summer school to retake the Regents exam in August.

### **Academic Progress Reports**

**Progress reports will no longer be distributed. Instead, parents are encouraged to follow their daughter's progress through Edline. (See p. 14).**

**Academic Probation**

A student will be placed on academic probation when failing the year-to-date average in two or more classes. She is required to meet with her guidance counselor so that appropriate recommendations can be made. When on probation for academics, a student may not attend club meetings, team activities, the Senior Prom or any trips. A student may be asked to leave the Academy if her academic progress does not improve.

**Year End Course Failures**

A passing grade is 65 or more; failing is 64 or below. A student failing three subjects at the end of the academic year will be required to get summer school credit in order to return to St. Catharine Academy.

**Summer School Policy**

A student is required to go to summer school if she has failed a course or a required Regents assessment. The Regents failure remains on the student's permanent record card. In order to return to St. Catharine Academy in September any student failing:

- any subject must go to a full session summer school and pass the subject
- any required Regents assessments must go to a full session summer school and pass the subject

Failure to attend summer school will result in dismissal.

**School-Wide Expectations for Classroom Participation****Preparation for Class**

At the bell students should be in their seats and ready to begin the lesson. Students will only be excused for lateness with the proper hall pass. Lateness without a pass will result in detention.

All students must be prepared for class each day with the materials required for class. These include workbooks, notebooks, appropriate texts, folders, loose leaf, a red pen, blue or black pen, a #2 pencil and other materials required by the teacher for special projects. Goggles, calculators, protractors and rulers will be brought when needed. For English classes students must purchase and bring the required reading material to class on the due date. This also includes books assigned for outside reading. Lack of preparedness may result in reduction in the final average.

**Respectful Attitude**

Courtesy and respect toward all people in the classroom is expected and required. Students must raise their hands to indicate their readiness to participate in discussion. Although there will be a free exchange of ideas, students are required to listen respectfully to the instructor and respect the opinions of others. Disrespect to a teacher or to another student will not be accepted; this includes talking while someone else is speaking.

**Materials**

Students are required to care for supplies and equipment, to use them safely and to clean their areas of the gym, art, science or computer rooms when finished. Students must obey all safety rules and teacher directions during lab, physical education and computer classes. The misuse of materials or equipment will be subject to disciplinary action.

**Participation**

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

**Written Work**

All homework and other non-typed work must be done in black or blue pen on standard size loose leaf (8-1/2 x 11). Handwriting must be legible. Only a #2 pencil can be used for testing.

Excessive use of whiteout is not permitted. Teachers will expect papers, essays and long-term projects to be typed. They will make specific requirements for Internet sources. All rules governing standard English usage, grammar, punctuation, format and spelling will be marked and points deducted for incorrect English usage.

**Homework**

Homework is to be completed as assigned and handed in on the due date. Teachers will accept late homework or assignments according to department policies.

**Assessments**

Students enrolled in Advanced Placement classes must take the AP test in May.

**Standard Heading for all Papers**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
Subject \_\_\_\_\_ Teacher \_\_\_\_\_

Assignment (Ex: text p. 42 questions 1-5)

**Report Format**

All academic reports are to be typewritten in double space, one-inch side margins, in Times New Roman 12 point font.

**Plagiarism**

Plagiarism is the intentional or unintentional use of another person's work, words or ideas without giving credit to the source of that information. At SCA plagiarism will not be tolerated with any academic assignment. This policy includes any extra curricular activity that may require student written submissions of original works. (ex. school newspaper and literary magazine). A student may not submit a paper or project to more than one course unless given permission by the teacher. Teachers who suspect that an incidence of plagiarism has occurred may use previous examples of the student's writing to determine whether the student has misused sources. All sources must be cited. Plagiarism offenses will be taken into consideration when determining student eligibility into National Honor Society.

**Cheating**

The consequence of cheating not only affects the person who received but also the person who gave information. In all cases students should have a private conference with the teacher although a witness may be involved. Privacy should be maintained by all parties. A record of each offense will be kept on file with the administration.

**Consequences for Plagiarism and Cheating**

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

### **National Honor Society**

Students from grades 10, 11 and 12 are eligible for membership in St. Catharine Academy's Mercy Chapter of the National Honor Society upon review of their 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade averages. To be eligible for membership in the Society, students must meet requirements in academics, leadership, character and service to school and community.

#### **Requirements for membership are:**

##### **Scholarship**

Scholarship is judged by academic achievement.

The student will demonstrate scholarship by:

- maintaining a weighted cumulative average of 88.0000% at the conclusion of the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades
- continuing to maintain a weighted cumulative average of 88.0000% for the first, second and third quarters of senior year
- maintaining a passing final average in each course.

##### **Leadership**

Leadership is judged in terms of the self-confidence, initiative and spirit of sacrifice of the student. In addition, she must demonstrate outstanding responsibility and dependability and exhibit a positive attitude to the students and the faculty.

The student will exercise leadership by:

- holding school offices or positions of responsibility and by conducting business efficiently and effectively
- demonstrating leadership in promoting school activities
- exercising influence on peers in upholding school ideals
- contributing ideas that improve the civic life of the school
- delegating responsibilities.

##### **Service**

Service is judged in terms of a student's attitude and support by giving voluntary, meaningful service to the school and to the community.

The student will exhibit the quality of service by:

- completing forty hours of volunteer service by the end of 11<sup>th</sup> grade
- completing the mandatory NHS sponsored project
- demonstrating commitment as a volunteer
- rendering service as needed and requested at school based activities
- participating in a community based activity.

##### **Character**

Character is judged by the pattern of behavior and the qualities that distinguish a person.

The student will demonstrate strength of character by:

- demonstrating the highest standards of honesty, personal integrity and reliability
- showing courtesy, concern, support and respect for others
- complying with school regulations
- taking criticism willingly and accepting recommendations graciously.

**Dismissal Procedure**

Failure to comply with NHS rules, regulations and standards are grounds for dismissal. Dismissal procedures are outlined in the NHS handbook and student contract.

**SCA Scholars**

This special recognition is given to students who have maintained a 90.0000% or above yearly average on their report card for grades 9, 10 and 11 and for the fall semester of grade 12. Induction into this distinguished group occurs in the spring of senior year at the **Honor Societies Induction Ceremony**.

**Department Grading Policies****EDLINE Grade Postings**

- Multiple choice tests, Scantron tests or quizzes will be posed within four (4) school days.
- Essays, essay graded assignments, short answer tests taken in class will be posted within fourteen (14) school days of the due date.
- Projects, portfolios, term papers, science labs will be posted within fourteen (14) days of the due date.
- **The projected posting dates are:**  
**First quarter: September 22, October 6 and October 20**  
**Second quarter: November 17, December 8 and January 5**  
**Third quarter: February 9, February 23 and March 8.**  
**Fourth Quarter: April 26, May 10 and May 30**

**EDLINE Assignment Postings**

- Tests will be announced and posted four (4) days before being administered.
- Quizzes may be announced the day before being administered or may be administered unannounced.
- Projects and papers will be explained and the due date posted at the time of instruction.
- Homework postings must be up to date.

**Homework Policy**

- All absentees must make up daily homework the day/class after their return to school.
- Students who have an extended absence of three (3) or more days must make an arrangement with the individual teachers. All homework is expected to be completed within seven (7) days of the student's return to school.

**Test/Assessment Make-up Policy**

- Students who have been absent must make arrangements for a mutually convenient time for making up missed tests or quizzes with individual teachers on the day they return to school.
- Subject teachers must not detain students beyond their instructional period to make up assessments and cause students to be late for other classes.

**Minimum Assessments Per Quarter**

There should be a minimum of six (6) assessments by the report card.

**Parent/Student Contracts**

The signature on the Parent Acknowledgment Form signifies that the contracts have been read and understood. Each department has outlined the department expectations and grading policies accordingly:

**HUMANITIES DEPARTMENTS' ASSESSMENT PLAN**

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

**ART DEPARTMENT ASSESSMENT PLAN****SUBJECT CLASS: EXPLORING VISUAL ARTS & ART ELECTIVES**

	<u>Grade 11 Art</u>	<u>Art Electives</u>
Class Projects	70%	---
Portfolio Organization	10%	10%
Quizzes	10%	---
Homework	10%	20%
All Projects	---	70%

**MODERN LANGUAGE DEPARTMENT ASSESSMENT PLAN****SUBJECT CLASS: ADVANCED PLACEMENT SPANISH LANGUAGE**

Major Tests/Unit/Comprehensive/Quarterly exams	25%
Written Journals/Essays	20%
Portfolios/Projects	20%
Quizzes/Homework	15%
Oral Journals/Presentations/Class Participation	20%

**SUBJECT CLASS: ADVANCED PLACEMENT SPANISH LITERATURE**

Major Tests/Unit/Comprehensive/Quarterly exams	40%
Written Journals/Essays	30%
Quizzes	20%
Homework/Class Participation	10%

**MATH DEPARTMENT ASSESSMENT PLAN**

**SUBJECT CLASS: ALL CLASSES**

Major Tests/Unit, Comprehensive, Quarterly exams	70%
Quizzes	20%
Homework/Class Participation	10%

**PHYSICAL EDUCATION/HEALTH DEPARTMENT ASSESSMENT PLAN**

**SUBJECT CLASS:**

Tests	20%
Demonstration of skills or skills learned during a particular Unit (skill test)	20%
Overall preparation, participation	60%

**SCIENCE DEPARTMENT ASSESSMENT PLAN**

**SUBJECT CLASS: ALL CLASSES**

Teachers will use lab folders for proof of required hours necessary to sit for Regents exam.

Major Tests	60%
Quizzes, labs, graded assignments	30%
Homework/ Class work/Class Participation	10%

Labs and class projects count as a test score.

More specific class expectations and guidelines are distributed and reviewed in each class at the beginning of the school year. These should be also be reviewed by parents. **Extra credit is not offered.**

**Service Credit**

**Any student who has completed her required 40 hours of community service by the end of junior year will receive the following service credit:**

For example:	at 100 hours of service = 0.5 credit
	at 160 hours of service = 1.0 credits
	at 220 hours of service = 1.5 credits
	at 280 hours of service = 2.0 credits

For every additional 60 hours of service a student may earn a ½ credit.

**Students in grades 9, 10 and 11 are expected to complete their service hours accordingly:**

<b>Grade 09:</b>	<b>10 hours</b>
<b>Grade 10:</b>	<b>15 hours</b>
<b>Grade 11:</b>	<b>15 hours</b>

**Students who have not met the service requirements may not participate in clubs or teams.**

## PART II PARENT RESPONSIBILITIES AND STUDENT BEHAVIOR

### Attendance Policies

#### Objectives

The objective for good attendance is to have students:

- be successful in their academic performance
- create **positive** records for college and employment opportunities.

#### Legal and Illegal Absence

**Legal Absence:** sickness, illness or death in family, impassable roads or weather, religious observance, quarantine, court appearances, attendance at health clinics, approved school/college visits. **Absences for family reasons should be limited to no more than five days per year.**

**Illegal Absence:** truancy, suspension, visiting, away, vacation, shopping, needed at home, caring for baby, work, overslept etc.

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

#### Excused Lateness Due to Chronic Medical Condition

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

- **At meeting with the school nurse and the Assistant Principal of Student Services, the parent will present reasons for requesting a medical exemption for lateness.**
- **The school nurse will explain the kind of medical documentation needed.**
- **The medical documentation must be provided at the beginning of each academic quarter.**
- **The assistant principal will begin the medical lateness exemption when notified by the school nurse. The exemption will be withdrawn if the documentation is not kept current each quarter.**

#### Procedures for Reporting Absence

- a parent/guardian notifies the attendance office by calling 718-798-3306 or 718-798-2823 or by leaving a message on the answering machine by 9:00 a.m. The student will receive a demerit if a parent doesn't call by 9:00 a.m.
- the student submits to the homeroom teacher an absence note with a parent or guardian's full signature in ink stating the dates and reason for absence
- absence notes are only accepted during homeroom and are placed into the homeroom folders. They may not be faxed to the school nor handed in at any other time.
- in addition to the absence note, hand in a doctor's note to the homeroom teacher if absent for (5) five consecutive days. A doctor's note will not substitute for a signed parent note. Doctors' notes are filed in the student's medical file.

- **A student who fails to return an absence note will relocate to specified tables in the cafeteria during lunch or be sent to her office of the assistant principal with her lunch.**
- **Detention may be issued for continual refusal to remit absence notes.**

**Procedure for Reporting a Lateness**

A student arriving after 8:00 a.m. reports to the attendance office before going to class.

**Lateness to Class**

Students are expected to be on time for all classes. A student who is late for any class, including homeroom, without a written pass will receive a detention. A student arriving twenty minutes after class has begun will receive a cut for the class and will serve two detentions.

**Excused and Unexcused Early Departure**

An early departure will be considered excused for sickness, court appearance, attendance at health clinics and medical or dental appointments. All other early departures will be considered unexcused. Only two unexcused early departures, other than sickness, will be permitted annually.

**Procedures for Early Departure**

- Students must be evaluated by the school nurse before they will be permitted to leave the building. The school nurse, not the student, will notify the parent or guardian if a student must go home due to illness. **A detention will be issued if this is not observed.** If the parent cannot be contacted, those named on the emergency card will be notified.
- A written note from a parent or guardian stating the reasons and the time of departure must be presented to the Attendance Director in the attendance office before first period class on the day of early departure. A student must report to the attendance office to verify the time she leaves or returns.
- If a parent or guardian is unable to pick up the student, she will be sent home by taxi at the student's expense.

The school discourages early departures and requests that families arrange medical and dental appointments, job interviews and applications for driver's license, etc. either after school hours, on Saturdays or during vacation periods. Families are encouraged to schedule appointments after school or on days off or early dismissal days. See the optimal appointment calendar on page 41. Dismissal is at 1:00 p.m. every Wednesday.

**Incentives to Good Attendance and Punctuality**

- Students with perfect attendance and punctuality will receive awards and/or quarterly recognition.
- Students with perfect monthly attendance, punctuality and discipline records will be permitted a casual day.

**Sanctions for Poor Attendance and Lateness**

- Students who are absent from school may not participate or attend any after school activity that day.

- Students who are absent are responsible for all class work, assignments and tests missed during their absence.
- Failure to call in an absence is posted as a demerit on the student's disciplinary record; failure to return an absence note is posted as a detention.
- Students who are late and are on probation for lateness must attend afternoon detention. Students who arrive after 8:20 a.m. will receive an additional detention.
- Students who have more than:
  - three absences or lateness in any given quarter
  - six absences or lateness at the end of the semester
  - nine absences or lateness at the end of the third quarter
  - twelve absences or lateness at the end of the academic year will be put on probation. Excessive student absence and lateness in any given year may lead to dismissal.

#### **Notification to Parents/Guardians**

The Attendance Director will call the parent or guardian of any absent student who has not been called in by 9:00 a.m. If unable to make contact, calls are initiated to contacts listed on the emergency card.

#### **Intervention Strategies**

If a student has an ongoing problem adhering to the school policy regarding attendance and punctuality, administration and/or the guidance counselor will meet with the parent/guardian to define the problem and to develop specific strategies to eliminate the problem. Continued disregard for attendance policies may result in dismissal from the Academy.

#### **Pregnancy Attendance Policy**

If a student is pregnant, she must submit a letter from her physician, which informs the school of her condition together with any necessary health-related arrangements that the physician recommends. The decision concerning a student's continued school attendance is made by the principal after consultation with her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's expectations.

#### **Arrival at School**

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

- must be in full uniform.
- must go to their locker before reporting to the cafeteria, library or computer room.
- **must not have jackets, coats or electronic devices visible in the cafeteria, library, computer room or classroom.**
- may partake in the breakfast program at 7:15 a.m.

#### **Departure from School**

Students:

- are dismissed after ninth period.
- exit via the Laconia Avenue rear exits only
- follow the dismissal directives of coaches/club moderators after meetings, games or practices

### **Traffic Courtesy and Safety**

To ensure student safety:

- be cautious when students leave building, cross streets and get into cars
- do not block driveways
- avoid double parking, triple parking and u-turns. Police do ticket.
- in the morning, do not use the circular drive on the Williamsbridge Road entrance. Use the curb areas between the driveways to discharge passengers.

### **Dress Codes**

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

#### **SCA Uniform:**

- navy blue long-sleeved V-neck pullover or cardigan sweater with SCA logo or navy V-neck sweater vest with logo
- white or ash grey banded bottom polo shirt with scripted SCA logo
- navy slacks with scripted SCA logo

#### **Optional:**

- blue pin-striped cotton kilt (2-3" above the knee) may be worn in September, October, May and June. If this option is selected solid white tights must be worn with the blue pin-striped cotton kilt
- SCA fleece jacket may be worn in school.

#### **Footwear:**

- Students may wear shoes/boots/sneakers with the school slacks.
- **Slacks must be worn over boots and may not be tucked into boots.**
- Students may wear black shoes/white sneakers with the blue pin-striped cotton kilt (no boots with kilt)
- Flip flops are not permitted.

#### **Unacceptable uniform items:**

- leggings
- hooded shirts
- accessories such as scarves and hats.

**Uniform Company**

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

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

**Uniform passes**

Only two uniform passes will be given annually to each student. It is the student's responsibility to be in complete uniform at all times. Students should have enough uniform items to be able to substitute in case of an emergency. Passes will be issued by the Assistant Principal of Student Services in the cafeteria between 7:30 a.m. and 7:55 a.m.

**Dress-up Day Attire**

Appropriate clothes include: a dress suit, a blouse with a skirt or dress slacks. On dress-up day, it is expected that each student will not call attention to herself in a negative way. Students are expected to maintain good judgment and dress in good taste. Sports outfits, shorts, mini skirts, bare midriffs, halters, spandex and tight-fitting clothing are unacceptable. Teachers will make the final decision as to the appropriateness of the outfit and will issue a detention if the attire is not in compliance with the expectation. Any student not in compliance with these expectations loses the right to participate for the entire year.

**Casual Days**

Students may wear the SCA sweatshirt or SCA tee shirt, jeans, sweatpants, pants below the knee and sneakers or boots. Skirts, dresses, leggings **or shorts** may not be worn. The school tee shirt may not be worn in such a way that the midriff is bare. Any student not in compliance with these expectations loses the right to participate for the entire year.

**Makeup / Hair**

Make-up may be worn tastefully and a student's hair should be in a style appropriate for school. Only natural shades of hair coloring may be worn.

**Jewelry**

Only stud earrings are permitted to be worn during the school day and only two earrings per ear. Necklaces and bracelets are also limited to two. Nose, eyebrow or other facial piercings are not permitted. Spiked jewelry or any jewelry linked to gang membership, or messages that are sexual, obscene or drug-condoning is not permitted. Expensive jewelry should not be worn to school.

**Athletic Attire**

Students on the varsity and junior varsity teams may:

- only wear the team's warm-up jacket and pants
- not wear flip flops or other supplemental attire
- lose the right to participate for the entire year if not in compliance.

**Physical Education Uniform**

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

- school shorts
- school tee-shirt
- white sweat socks
- athletic sneakers with laces

The purchase of a gym lock from the school bookstore is encouraged.

**School Regulations**

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

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

Students must become familiar with the spirit, responsibilities and consequences outlined in the student agenda book.

**Antibullying Policy**

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

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumors, excluding someone from a social group)
- cyberbullying (hostile use of technology to harm another).

Students who have been bullied will be supported by:

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

Students who have bullied will:

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

**Internet Acceptable Use Policy**

St. Catharine Academy's Internet Acceptable Use Policy governs the conduct and responsibilities of each student while she is utilizing school computer facilities, codes or sites. Student behavior is expected to be exemplary both on and off school grounds. An SCA student always represents her school and the school community. Accordingly, students will be subject to disciplinary action for acts such as, but are not limited to, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet

or any other technological device regardless of the time of day or the student's location. Additionally, any student who has authored or contributed to a website or blog which is threatening, profane, obscene, sexual, illegal or contrary to the mission of the school, will be subject to disciplinary action.

The following specific procedures and guidelines are used to help ensure appropriate use.

- Parents/Guardians must give permission for their daughter to use the internet for educational purposes by signing the Parent Acknowledgement Form.
- At NO time NOR from any location should a student use the internet to harm other people or their work. A student should never access, keep or send materials that are abusive, offensive, profane or impolite.
- A student should never share her password with others nor should she give out personal information such as names, addresses or phone numbers through the internet.
- A student should never use materials she accesses through the internet in such a way as to infringe copyright law or the SCA cheating policy.
- Electronic mail (e-mail) is not guaranteed to be private. Operators of the system do have access to all mail.  
Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities.
- A student may not post personal messages on bulletin boards or "list'serves". Personal messages should be sent directly to the person for whom they are intended.
- A student is prohibited from making arrangements to get together with someone she "meets" on-line.
- A student must not disrupt the use of the network for other users.
- A student who violates the school internet policy will forfeit all internet privileges and be subject to disciplinary action.
- A student should notify a faculty member immediately if, by accident, she encounters materials that violate the SCA Internet Use Policy.

### **Cyberbullying**

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, the publishing of defamatory personal websites, defamatory online personal polling web sites, that are used to support conscious, willful, deliberate, repeated and hostile behavior by one or more people that is intended to harm others.

(Source: Bill Belsey @ [www.cyberbullying.org](http://www.cyberbullying.org))

If cyberbullying occurs:

- save the evidence; print and save all e-mail, instant message fields and pictures received
- try to identify the cyberbully. Contact your Internet Service Provider for help, use an email tracing program, save and print all pertinent information in the email including the address, date and time received and full email headers.
- in instant messaging, record the nickname, email, if possible, and the URL – Universal Resource Locator.

- keep track of the time and date of the incident and print the screen
- take a screenshot by pressing printscreen/sysrq key on the keyboard
- contact the Assistant Principal @ 718-882-2882 X 123 to tell what is happening and what student you suspect is involved
- change your child's email address, password., screen names and, if necessary, phone numbers
- if the messages are coming through text messaging on a phone, trace the number and contact the phone company
- if possible, contact the bully's parents
- have a lawyer send a letter to the bully's parents outlining the possible legal risks and ask that the material be removed
- contact the police if cyberbullying involves death threats or threats of physical harm, threats of other forms of violence to persons or property, excessive intimidation or extortion, evidence of sexual exploitation.

Source: (Carol Geddis @ [www.csaanys.org](http://www.csaanys.org))

### **Athletics**

Student athletes are required to:

- demonstrate good sportsmanship
- pass a physical examination after August 15<sup>th</sup>
- have the proper medical documentation on file with the coach and the athletic director before they participate in practices or games
- wear the standard school warm-up attire on competition days
- have completed the service requirement for their grade level.

### **Balloon/Flower Deliveries**

No deliveries of balloons or flowers will be accepted at St. Catharine Academy.

### **Behavior in Corridors**

Students are encouraged to:

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

### **Birthday Celebrations**

Celebrations of birthdays are special occasions. Students are encouraged to bring a cake to celebrate with their friends in the cafeteria during breakfast and/or assigned lunch periods. Lockers may be decorated for the day, as long as decorations are appropriate and removed by Friday. Balloons may not be used to decorate lockers.

### **Birthday Passes**

Students can receive a dress down pass from the Assistant Principal of Student Services on the day of her birthday or nearest her birthday. Passes will only be distributed in the cafeteria until 7:55 a.m.

### **Classroom Behavior**

Students are expected to be prepared for every class and behave in an appropriate manner, following the directives of the teacher or proctor. Each student should be seated quietly when the bell rings. No coats or jackets may be brought into classes. Disruptive behavior is an interruption of the instructional environment and a deterrent to a positive school climate.

### **Computer Room**

The computer room is open from 7:15 to 7:55 a.m. daily. No jackets, coats or electronic devices are permitted in the computer room. After school access to a computer room is provided daily to students from 2:30-3:30 p.m. Students use the computer room under the supervision of a faculty or staff member. Students who are not in compliance with the computer room regulations will be asked to leave the computer room.

### **Electronic Devices**

Electronic devices should be kept in locked lockers. They include cell phones, iPods, Sidekicks, etc.

- They are not permitted in the cafeteria before the 7:55 a.m. bell or anytime during the school day.
- They will be confiscated if visible **or audible** in the cafeteria, classrooms, hallways, computer room, library, bathrooms or the detention room.

There are several options for students whose phone has been confiscated:

- The student who serves her detention the day it is confiscated will have it returned at the conclusion of detention.
- The student who extends serving her detention beyond the day of confiscation will be charged \$10 and will receive her electronic device upon completing her detention and making her payment.
- **With the second occurrence and every additional occurrence, the electronic device will be returned with a payment of \$15.**
- If a student refuses to hand in her electronic device, she will receive a five hour detention, be subject to disciplinary probation and suspension and will not be readmitted to school until a parent conference has taken place.
- A detention will be issued for each electronic device infraction.

### **Incoming Telephone Calls**

Students are not permitted to receive phone messages during the school day. Delivering messages to classrooms is very disruptive to the class and to the teacher. A message will be taken in the main office for a student only if the call is from the parent/guardian and if it is an emergency. Students may only use the pay phones in the cafeteria during their lunch period and before or after school. Any student using the phone during her assigned class time or in between classes will be issued a detention.

**Locks and Lockers**

At the beginning of the school year students are assigned lockers and issued a school lock. Students:

- may not share lockers or leave lockers unlocked
- are discouraged from bringing valuables to school. Items such as jewelry, electronic devices, or large sums of money are particularly vulnerable to theft.
- may not use any lock other than the school assigned lock.
- may only go to their lockers before school, before lunch period, during change of periods and after school.
- are encouraged to purchase a gym lock from the school bookroom.

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

**Lost and Found**

There is a cabinet in the cafeteria that houses lost items. Jewelry is returned to the main office; cell phones to the Assistant Principal of Student Services.

**Lost Meal Ticket**

If a student loses her meal ticket book, she should report to the book room manager with a letter from her parent stating that the book has been lost. A meal pass may then be issued on a daily basis for a period of two weeks to a month. A new lunch ticket book will be issued. Students without either lunch tickets or a parental letter will be able to purchase a meal ticket at the posted rates.

**Metro Cards**

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

**Service Requirements**

There is a forty-hour service requirement for graduation which must be completed by the last day of classes in Grade 11. Students in grades 10, 11 and 12 **and all student transfers** are expected to do hours of community service accordingly:

- 10 hours completed by the end of 9<sup>th</sup> grade
- 25 hours completed by the end of 10<sup>th</sup> grade
- 40 hours completed by the end of 11<sup>th</sup> grade.

**Affirmation and Discipline Policy****Affirmation Awards**

Students receiving acknowledgements for respecting self and others and taking responsibility (3R's) and students receiving acknowledgements for character, leadership, achievement, service and spirit (C.L.A.S.S.) will receive recognition at the achievement assemblies.

**Merit Awards**

Students with:

- perfect monthly attendance, punctuality and merit reports will be awarded a casual day

- perfect merit records will be acknowledged at the semi-annual achievement assemblies

**Achievement Assemblies**

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

- C.L.A.S.S. and 3 R's
- blue and gold honors
- perfect attendance and punctuality
- merit (no detentions/demerits)
- completion of the forty-hour service commitment
- academy ambassadors
- peer mediators
- club officers after they have served for a year
- special awards

**Student of the Month**

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

**In Her Footsteps**

The “In Her Footsteps” Award is a formal recognition of a student who demonstrates the qualities and achievements that are reflective of the values and charism of Catharine McAuley, the founder of the Sisters of Mercy.

**Demerits**

A demerit is issued for failure to report an absence. Three accumulated demerits are converted into one detention.

**Detentions**

Detention is held each day from 2:25 p.m. - 3:15 p.m. except on early dismissal days when it is served after the last dismissal bell. Students:

- must report in complete uniform to the detention room no later than 2:25
- may not use electronic devices and must observe silence
- may read but may not do writing assignments
- must serve detention accordingly::

<u>Date of Issue</u>	<u>Date to Complete Serving</u>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

**If a student receives a detention of more than one hour, she must serve detention on consecutive days.**

**Probation**

Probation is a designated period of time in which a student must demonstrate the behavioral changes expected by the school. Failure to make these changes may result in dismissal. When on probation for discipline, academics, attendance or lateness, a student may not attend club meetings, team activities, the Senior Prom or any school trips. If the student's performance does not improve during this probationary period, she may be asked to leave the Academy.

**Disciplinary Probation**

Every student placed on disciplinary probation must attend a conference with the Assistant Principal of Student Services and her parent/guardian. Failure to do so within one week of notification will result in suspension until the meeting has occurred. Parents are encouraged to make appointments during the parent conferences at report card distribution.

**Academic Probation**

A student will be placed on academic probation by the administration when failing the year-to-date average in two or more classes. She is required to meet with her guidance counselor so that appropriate recommendations can be made.

**Attendance and Lateness Probation**

Students who have more than

- three absences or lateness at the end of the first quarter
- six absences or lateness at the end of the semester
- nine absences or lateness at the end of the third quarter
- twelve absences or lateness at the end of the academic year

will be put on probation. Excessive student absence and lateness in any given year may lead to dismissal. Parents must request a waiver from attendance probation from the Assistant Principal of Student Services within one week after student is placed on probation. Students arriving after 8:00 a.m. must go directly to the attendance office. Since the students are permitted 12 lateness per year, the only excuses accepted for lateness are medical and dental notes submitted at the time of arrival. Every lateness is entered on the student's record. Parents must provide medical documentation to the Assistant Principal of Student Services if a chronic medical condition prevents punctuality.

**Suspension**

A suspended student may not attend school or a school-related activity as a temporary disciplinary measure and will not be readmitted until the time the suspension is over. A conference with the student's parents will be held and serious evidence of an intention to correct the misconduct must be presented before readmission. A suspended student will forfeit her right to retake any testing and is responsible for obtaining materials from another student. A student involved in harassment or intimidation must undergo a psychological evaluation from Jacobi Hospital or another mutually agreed upon provider in order to assess that the student will do no harm to herself or others before she is readmitted.

**Dismissal**

Dismissal is reserved for the principal. Dismissal is rare at St. Catharine Academy and is considered an extreme measure to be resorted to only when all other means have failed and when the greater good of the school community is in jeopardy.

### Discipline Code for Student Conduct

<b>Demerits</b>	<b>Detentions (1 Hour)</b>	<b>Probation Per Quarter</b>
absences not called in	<b>chewing gum</b> <b>materials not returned</b>	Academic: 2 or more failures
	3 Demerits = a detention late to HR/Periods 3-9	Attendance: more than the quarterly allowance of absences
	uniform or jewelry infraction (facial piercings)	Lateness: more than the quarterly allowance of lateness
	not on task	Discipline: 5 detentions
	excessive talking	
	improper talk/action	<b>Suspension</b>
	confiscated electronic devices	<b>In-School: Discipline probation and no parent conference.</b> Unserved detentions beyond the one week allowance.
	food/drink o/o cafeteria	Out-of-School: harassment evaluation, cyber bullying
	leaving classroom w/o perm.	
	locker issue	<b>Dismissal</b>
	inappropriate dress on dress up/casual days	Possession of a Weapon
	unprepared for gym	Physical Assault
	computer room offense	Extortion/Coercion
	halls/stairs/fire drill	Altering Records
	cafeteria offense	Stealing
	monies owed	Harassment
	library book warning (4x)	Cyber bullying
	report card/progress report not returned	Vandalism
	lying/false information	Bomb/Fire Threat
	obscene material	Drugs/Alcohol
	cyber bullying	
	leaving bldg w/o permission	
	tobacco possession	
	any lateness while on lateness probation	
	absence note not submitted	
	<b>Calling home when ill instead of nurse</b>	
	<b>Detentions more than 1 hour</b>	
	cutting class (2 hrs)	
	<b>disruptive behavior (2 hrs)</b>	
	<b>tampering with school property (2hrs)</b>	
	disrespecting peer (3 hrs)	
	disrespectful to faculty (5 hrs)	
	refusal to remit an electronic device (5hrs)	
	smoking (5 hrs)	
	truancy (16 hrs)	

## **PART III – SCHOOL SERVICES**

### **Athletics**

Individual athletic programs are under the direction of the individual coaches. Student athletes represent St. Catharine Academy; therefore, their conduct must be in keeping with good sportsmanship. All students who participate in interscholastic sports are required to pass a physical examination after August 15<sup>th</sup> each year in order to be eligible to participate. A medical form for each athlete must be on file with the coach and the athletic director before she participates in practices or games.

### **Medical Excuses for Physical Education Classes**

- If a student has a medical problem that may prevent her from participating at any point in the year, she must provide a written excuse from a doctor. This excuse must be given directly to the school nurse by the student during homeroom. The school nurse will in turn inform the physical education staff and the cafeteria monitors.
- A written excuse from a parent or guardian must be presented to the teacher. Students will only be excused from one class period per semester.
- Any student excused from participating during a particular class may receive a written assignment to be completed during that class period. This assignment will be graded.
- Medical excuses that are valid for more than two weeks will be dealt with on an individual basis.

### **Clubs/Sports/Activities**

Parents will receive a club description that details the dates, times and place of meeting, the attendance requirements, dues, name of the moderator and the goals of the club. Parents must sign a contract in order for students to join a club and will be notified if a student has been dismissed from the club.

**Clubs:** There is a range of co-curricular activities that encompass school life, ethnic heritage, global mission and responsibility, the arts and literary pursuits. Grade 9 students are invited to a club fair the first day of school.

**Sports:** Basketball Varsity/J.V., Cheerleading Varsity/JV, Soccer, Softball and Volleyball Varsity/J.V.

All coaches are required to take the **American Heart Association's Cardio Pulmonary Resuscitation and Emergency Cardiac Care training.**

### **Ineligibility**

Students on probation **and students who have not completed their grade level service commitment may not participate in extra-curricular activities.**

### **Guidance Services**

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

- individually scheduled student appointments
- group guidance classes
- college fairs
- guest speakers
- financial aid meetings
- grades 11 & 12 parent night
- various testing programs
- a college/career resource room.

### **Library Regulations**

Students:

- may use the library from 7:30 a.m. until 7:55 a.m.
- may not use the library during homeroom
- using the library during their lunch period must report before the second bell; they may request a cafeteria pass when finished
- must have her ID card to sign a book out of the library
- may not bring outdoor clothing into the library
- must abide by all school rules pertaining to electronic devices, food, drink, chewing gum and uniform.
- may use the library after the dismissal bell until closing time at 3:30 p.m.

### **School Health Office**

The nurse is available Monday through Fridays from 8:00 a.m. to 2:30 p.m. At other times health related matters are referred to members of the faculty trained in CPR and First Aid procedures.

### **Prescriptive Medication**

Prescriptive medication regulations require:

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

### **Communication with the School Health Office**

If the nurse deems it advisable that the student leaves school due to illness or injury, the nurse, not the student, will contact the parent/guardian. A detention will be issued if this is not observed. Parents must notify the school if the student develops an infectious disease.

**Student Hospitalization**

In the event that a student needs to be hospitalized, she will be accompanied by either the school nurse or the parent. If a parent is unable to accompany the student in the ambulance from the school, the nurse will do so and will remain with the student until a parent arrives. If the duration of the hospital stay extends beyond 2:30 p.m. and a parent has not yet arrived, the school nurse will be replaced by a school administrator.

**Student Health Center**

Under the guidance of our school nurse, St. Catharine Academy has opened a Student Health Center. The health center has professional state-of-the-art exercise equipment as well as video and audio programs. A student's health history is reviewed and parental and physician approval is required before the student can participate in this program. Each enrollee will have a prescribed twenty-minute exercise workout routine during her lunch hour.

**Withdrawal, Transfer or Dismissal Procedures from SCA**

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

- **Fill out a withdrawal sheet in the main office.**
- **Return all textbooks, library books and school lock to the bookroom.**
- **Have financial obligations paid up to date and in full.**

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

## **PART IV – GENERAL INFORMATION**

### **Bomb Incident Plan**

In the event that St. Catharine Academy receives a bomb threat, the following procedures will be implemented:

- the principal will report the incident to 911
- the principal will convene the **Crisis Management Team** in the main office
- the evacuation unit of the CMT will conduct an evaluation of the building
- students will be escorted by the classroom teacher or cafeteria monitor to the New York Institute for Special Education using their Astor Avenue entrance
- Students will reconfigure according to homeroom in the pre-designated areas. **Grade 10** will proceed to Frampton Hall; grades 9, 11 and 12 to the gym
- the Emergency Services Unit of the Police Department will conduct an overt search of the building in tandem with the search unit of the CMT
- information concerning the crisis will be recorded on the voicemail of the school's main number 718-882-2882  
The New York Institute Command center number: 718-519-7000, ext. 511
- academic, attendance and health records will be secured
- a Crisis Management Report will be filed with the Archdiocese
- The CMT will follow-up with students, parents, teachers and staff
- the effectiveness of the plan will be evaluated by the CMT
- the nurse and designee will transport emergency medical kits.

### **Delayed Opening/Closing of School**

During inclement weather, there are times when a delayed opening will be used instead of a school closing. The delayed opening schedule is printed on page 40. You may watch for a delayed opening on WCBS-TV, Channel 2 and WNBC-TV, Channel 4, as well as listen for the latest information on 710 WOR AM or 1010 WINS AM. WOR and CBS will also list delayed openings and school closings on the Internet at <http://www.wor710.com>, <http://cbsnewyork.com> and the school website <http://www.scahs.org>. See school status box.

### **Liturgies and Prayer Services**

Celebrations of the Eucharist and prayer services are scheduled at appropriate times of the year. Students are required to attend their grade-level Mass and must be in the homeroom at 7:55 a.m. All other grade levels will be required to be at school by 9:10 a.m.

### **School Evacuation**

Twelve fire drills are required each year by NYS law. Students and teachers are asked to become familiar with exit routes posted in each room. In vacating the building, students must follow the directions given by faculty and staff. They are to report to the assigned area immediately. When the alarm sounds, everyone must leave the building immediately in order and in silence. A detention will be issued to any student being disruptive during a fire drill.

**Service Requirements**

There is a forty-hour service requirement for graduation which must be completed by the last day of classes in Grade 11.

To receive credit for service hours students need to submit:

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

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

**Students in grades 10, 11 and 12 are expected to do hours of community service accordingly:**

- **10 hours completed by the end of 9<sup>th</sup> grade**
- **25 hours completed by the end of 10<sup>th</sup> grade**
- **40 hours completed by the end of 11<sup>th</sup> grade**

**Student Photo Use**

Parents are asked to sign the Parent Acknowledgment Form thereby granting permission for use of student photos in publicity brochures, school newsletters, newspaper releases, etc.

**Visitors**

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

## **Grade 12 Information**

### **Graduation Policy**

Grade 12 students with more than one failure will not participate in the graduation ceremony. All academic, financial and social responsibilities must be met in order to participate in the graduation ceremony. Parents will be asked to attend a mandatory meeting outlining Grade 12 events, transcript and diploma information plus requirements and behaviors for graduation. Students who do not participate in graduation rehearsal will forfeit graduation tickets. Those students who are eligible for participation in the graduation ceremony must follow all the directives established by the principal or may forfeit the right to receive a St. Catharine Academy diploma. Grade 12 students with perfect attendance records for 12th grade will receive one extra graduation ticket. Student who hand in their graphing calculator will also receive one extra ticket.

### **College Information Night**

The Grade 12 guidance counselor arranges for 60 to 70 colleges to attend a college information night here at SCA. This year's college information night is on **September 21<sup>st</sup> at 7:00 p.m.**

### **College Financial Aid Meeting**

Parents are encouraged to attend a financial aid meeting **Thursday, January 26<sup>th</sup> at 7:00 p.m.** which informs and assists parents and students with the financial aid process.

### **College Visits**

Grade 12 students are asked to schedule their college visits after school hours. If it is necessary that a student be absent from school for a college appointment, it will be recorded as an absence for a personal reason. Two such absences are allowed during senior year. An absence note is required when the student returns to school.

### **Grade 12 Detention**

Students in grade 12 receiving a detention are to serve with the other students serving detention from 2:25-3:15 p.m. Students may wait in the cafeteria until detention begins at 2:25 p.m. If students leave the building after seventh period, they may not re-enter the building until 2:15 p.m.

### **Grade 12 Uniform Privileges**

Students in grade 12 may:

- wear the grade 12 school sweater
- have one casual day per month from October through April
- lose the privilege for the year if not in compliance with the casual day code.

### **Service Requirements**

The forty-hour service requirement for graduation must be completed and the signed service contract and log submitted by the end of grade 11. **Failure to submit service documentation will result either in a reduction in the number of graduation tickets or exclusion from the graduation ceremony.**

**Prom Information**

The prom is scheduled to take place on May 24, 2012, at Beckwith Pointe in New Rochelle, New York. The cost of a ticket is \$150 per person or \$300 per couple.

There are two due dates for money collection:

- February 6, 2012 = \$150.00
- April 19, 2012 = \$150.00

A late fee of \$25.00 will be applied if the money is not received by April 19<sup>th</sup>. The business office will not accept any money for the Prom after May 5<sup>th</sup>.

Please be advised that a deposit of \$150.00 by February 6<sup>th</sup> is required to secure a reservation. This is the full amount for those not bringing a guest. Only cash or money orders will be accepted in the business office.

The business office will NOT accept any payment from a student on probation. Students removed from probation by the end of the third quarter will be able to attend the prom with a full payment of \$150.00 without a guest or \$300 with a guest by April 19, 2012.

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

**Where to Get Help / Whom to See**

<u>Concern</u>	<u>Person To Contact and Phone Extension</u>
Academic Concerns	Teacher/Counselor/Administrator (x125/x138/x144)
Activities	Assistant Principal of Student Services (x123)
Athletics	Athletic Director (x140)
Community Service Contracts/Logs	Assistant Principal of Student Services (x123)
Detention	Assistant Principal of Student Services (x123)
Driver Ed. Info.	Driver Ed. Coordinator (x125)
Individualized Educational Plans	Guidance Counselor (x134)
Driver Ed. Info.	Driver Ed. Coordinator (x125)
Late Arrivals/Leaving Early	Attendance Office (x143)
Lockers	Bookroom (x148)
Lost & Found	Bookroom (x148)
Lost Books	Bookroom/Subject Teacher (x148/x125)
Lost ID Card	Main Office (x125)
Lunch Program	Bookroom (x148)
Medical Excuses from P.E., Medical Needs	Nurse (x145)
Peer Mediation Program	Guidance Counselor (x130)
Personal Concerns	Guidance Counselor (x138)
Physical Examinations	Nurse (x145)
Program & Scheduling	Assistant Principal-Academic Services (x144)
Recruitment	Assistant Principal (x147)
Sports	Athletic Director (x140)
STEP Program	Assistant Principal (x147)
Transportation Passes	Cafeteria Coordinator (x165)
Tuition and Fees	Business Office (x149)
Uniform Passes	Assistant Principal of Student Services (x123)
Unlisted Service Sites	Assistant Principal of Student Services (x123)
Use of Facilities	Principal (x124)
Working Papers	Main Office (x125)

**Whom in Administration to See**

Arts Department	Mrs. Bullock (x144)
English Department	Ms. Prochaska (x123)
Guidance Department	Sr. Ann M. Welch (x124)
Math Department	Sr. Ann M. Welch (x124)
Modern Language Department	Mrs. Bullock (x144)
Physical & Health Education Department	Ms. Prochaska (x123)
Science Department	Sr. Ann M. Welch (x124)
Social Studies Department	Mrs. Bullock (x144)
Theology Department	Ms. Prochaska (x123)

## **PART V - EDUCATIONAL ENHANCEMENTS**

### **Academic Intervention Program**

This program is an academic support program which helps under-achieving students reach their higher potential. Participants meet four days per week after school in a small group setting. Students receive help in time management, organizational and study skills. There is also opportunity for one-on-one tutoring. Students are selected for the program based on their progress reports and report cards.

### **Academy Ambassadors**

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

### **Peer Mediation Program**

Students who are experiencing conflict may avail themselves of the services of the Peer Mediation Program. They can be referred to the program through a teacher, guidance counselor or the Assistant Principal of Student Services. Students interested in becoming peer mediators apply for this program and are trained in the skills of conflict resolution. Peer mediators are important to our school community because they assist students in identifying issues and assist them in resolving their problems.

### **STEP Program**

The STEP Program (Science and Technology Entry Program) provides eligible students the opportunity to attend college for tutoring, Regents preparation, SAT preparation, advanced courses, college courses plus a college application process. Courses are held on Saturdays, during the week after school and during the summer. The following colleges sponsor STEP:

Bronx Community, Barnard College, Baruch College, John Jay College, Fordham University, Albert Einstein College of Medicine, Columbia University College of Physicians and Surgeons, Westchester Medical College at Valhalla.

### **Trips**

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

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

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

## **PART VI FINANCIAL INFORMATION 2011-2012**

### **General Information**

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

### **School Scholarships**

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

### **Tuition Assistance**

St. Catharine Academy seeks to support families that are in need of demonstrated financial assistance with tuition. In order to qualify for financial assistance, each family must submit an application and supporting documentation by the due date. **Applications are available on the school website or in the business office by March 15<sup>th</sup>** of each year and due by **April 30<sup>th</sup>**. The application can be downloaded from SCA's website or picked up in the office. Applicants will be notified by mail of all decisions. Generally, decisions are made by mid-May. In most instances the Federal Free and Reduced Lunch Program guidelines are used to assess financial need.

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

- All students who receive financial aid must apply for free and reduced lunch. The forms are usually available in September. The statistics from these forms aids St. Catharine Academy E-Rate Federal Funding which supports our computer programs.
- A student who is receiving aid is expected to perform up to her ability academically and have a healthy school life. If a student is placed on academic, attendance or lateness probation the student will lose 25% of their financial aid for the following quarter. There are four quarters, therefore, each quarter a student is on probation they will lose financial support for the following quarter.
- If a student has one failure, then \$50.00 will be deducted from the student aid for the upcoming quarter.
- Any student who is placed on disciplinary probation will lose their financial aid for the remainder of the year.

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

### **Delinquent Tuition Policy**

Students who are in arrears may not be allowed to attend, participate in or pay for selected school functions, trips or events whether academic, athletic and/or social. **In addition, students will not be allowed to receive any academic records, including report cards,**

**transcripts and/or diplomas until all financial obligations have been satisfied.** In extreme situations, students **will** not be allowed to attend class until their account has been satisfactorily settled. Exceptions to this policy or any special arrangements are to be made with the school's finance director and with the approval of the president and/or principal.

#### **Withdrawal/Dismissal Policy**

Tuition paid will be refunded as follows:

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

#### **Second Daughter Policy**

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

#### **Tuition and Fees**

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

**2011-2012 TUITION: \$6,800.00**

#### **2011-2012 FEES:**

<b>Application Fee (Grade 9 and transfers):</b>	<b>\$100.00</b>
<b>General Fee (Grade 9)</b>	<b>\$775.00</b>
<b>General Fee (Grade 10 and 11):</b>	<b>\$650.00</b>
<b>Grade 12 General Fee/Senior Fee:</b>	<b>\$900.00</b>

Please note the fees are combined with the tuition payments according to the following schedules:

#### **Grade 9 total cost: \$7,575.00.00** (fees paid at registration)

*10 monthly payments – beginning in July and ending in April	<b>\$680.00</b> per month
*4 quarterly payments – beginning in July and ending in April	<b>\$1,700.00</b> per quarter
*2 semester payments – beginning in July and ending in April	<b>\$3,400.00</b> per semester

#### **Grade 10 and 11 total cost: \$7,450.00**

*11 monthly payments – beginning in June and ending in April	<b>\$677.28</b> per month
*4 quarterly payments – beginning in June and ending in April	<b>\$1,862.50</b> per quarter
*2 semester payments – beginning in June and ending in April	<b>\$3,725.00</b> per semester

#### **Grade 12 total cost: \$7,700.00**

*11 monthly payments – beginning in June and ending in April	<b>\$700.00</b> per month
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- \*4 quarterly payments – beginning in June and ending in April   **\$1,925.00** per quarter
- \*2 semester payments – beginning in June and ending in April   **\$3,850.00** per semester

Tuition is paid to the TUITION MANAGEMENT SYSTEMS. **For grade 9 students, payments start in July and end in April; for grades 10, 11, and 12 students, payments begin in June and end in April.** At the time of enrollment, the families are given the option to make their payments EITHER by check/money order OR by direct automatic bank withdrawal. The families may also choose the 1<sup>st</sup> or the 15<sup>th</sup> of each month for their payments. Monthly statements are sent indicating the status of the account. Parents may contact the company by telephone or e-mail for any information regarding their account. Families are automatically enrolled in TUITION MANAGEMENT SYSTEMS for the next school year.

**The General Fee includes:**

- |                                |   |
|--------------------------------|---|
| Assemblies                     | Student Activities  |
| Grade Level Trips              | Student/Parent Agenda Books                               |
| Guidance testing               | Student Art Supplies                                      |
| Homeroom Dues                  | Student Computer supplies                                 |
| Lectures                       | Student Council Dues                                      |
| Literary Magazine              | Student ID Cards  |
| Parents' Club Membership       | Student Newspaper   |
| Records - official transcripts | Student Retreats  |
| Science Lab supplies           | Student Supplies - exam paper, tests,<br>worksheets, etc. |
| Graphic Calculator-Grade 9     | TMS Enrollment Fee  |
| Grade 11 Retreat               | Workshops   |
| Student Accident Insurance     |   |

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

- Awards
- Cap & Gown
- Diploma & Case
- Flowers & other decorations
- Graduation Mass
- Guest speaker honorarium
- Honors Ceremony
- Insurance
- Invitations
- Organist honorarium
- Printing of Programs
- Rental of Auditorium
- Senior Picnic/Breakfast
- Yearbo

**BELL SCHEDULE:**

7:55 a.m. **First bell** - students report to first period.

8:00a.m. **Second bell** - all students should be seated in their first period classrooms ready to begin the day.

**Schedule 1 (Delayed Opening)**

First Bell	9:25
Per 1	9:30 -10:00
Per 2-HR	10:04 -10:14
Per 3	10:18 -10:48
Per 4	10:52 -11:22
Per 5	11:26 -11:56
Per 6	12:00 -12:30
Per 7	12:34 - 1:04
Per 8	1:08 - 1:38
Per 9	1:42 - 2:12
Cleanup	2:12
Dismissal	2:15

**Schedule 2 (Regular Schedule)**

Per 1	8:00 - 8:40
Per 2-HR	8:44 - 9:04
Per 3	9:08 - 9:48
Per 4	9:52 -10:32
Per 5	10:36 -11:16
Per 6	11:20 -12:00
Per 7	12:04 -12:44
Per 8	12:48 - 1:28
Per 9	1:32 - 2:12
Cleanup	2:12
Dismissal	2:15

**Schedule 3 (30 minute periods)**

Per 1	8:00 - 8:30
Per 2-HR	8:34 - 8:54
Per 3	8:58 - 9:28
Per 4	9:32 -10:02
Per 5	10:06 -10:36
Per 6	10:40 -11:10
Per 7	11:14 -11:44
Per 8	11:48 -12:18
Per 9	12:22 -12:52
Cleanup	12:52
Dismissal	12:55

**Schedule 4 (35 minute periods)**

Per 1	8:00 - 8:35
Per 2-HR	8:39 - 8:59
Per 3	9:03 - 9:38
Per 4	9:42 -10:17
Per 5	10:21 -10:56
Per 6	11:00 -11:35
Per 7	11:39 -12:14
Per 8	12:18 -12:53
Per 9	12:57 - 1:32
Cleanup	1:32
Dismissal	1:35

**Schedule 5 (Long h.r. after 7th)**

Per 1	8:00 - 8:35
Per 2-HR	8:39 - 8:59
Per 3	9:03 - 9:38
Per 4	9:42 - 10:17
Per 5	10:21 - 10:56
Per 6	11:00 - 11:35
Per 7	11:39 - 12:14
Long HR	12:18 - 12:53
Per 8	12:57 - 1:32
Per 9	1:36 - 2:11
Cleanup	2:11
Dismissal	2:14

**Grade Level Mass Schedule**

**Grade Level arrives at 7:55**

**All other students, late entry**

1st Bell	9:10 a.m.
Per 1	9:15 - 9:47
Per 2-HR	9:51 - 10:01
Per 3	10:05 - 10:37
Per 4	10:41 - 11:13
Per 5	11:17 - 11:49
Per 6	11:53 - 12:25
Per 7	12:29 - 1:01
Per 8	1:05 - 1:37
Per 9	1:41 - 2:13
Cleanup	2:13
Dismissal	2:16

**OPTIMAL APPOINTMENT CALENDAR 2011-2012**

**SEPTEMBER**

1 PM Dismissal Days: 14, 21, 23, 28

**OCTOBER**

1 PM Dismissal Days: 5, 19, 26

**NOVEMBER**

1PM Dismissal Days: 2, 9, 16, 23, 30

**DECEMBER**

1PM Dismissal Days: 7, 14, 21

**JANUARY**

1PM Dismissal Days: 4, 11, 25

**FEBRUARY**

1PM Dismissal Days: 1, 8, 15, 22, 29

**MARCH**

1PM Dismissal Days: 7, 14, 21, 28

**APRIL**

1PM Dismissal Days: 18, 25

**MAY**

1PM Dismissal Days: 2, 9, 16, 23, 30

**JUNE**

1PM Dismissal Days: 6

**Vacations**

Christmas Break: 12/23-1/2

Easter Break: 4/2-4/15

**Holidays:**

October 10

November 11, 24 & 25

January 16

February 20

May 28

**No Classes:**

October 12

November 4

January 20, 27

May 24, 25

**Exam Days:**

January 17-20

June 13-22

