

ST. CATHARINE ACADEMY
STUDENT AGENDA BOOK
2011-2012

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NAME: _____

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ALMA MATER

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

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

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INTRODUCTION

St. Catharine Academy is:

- sponsored by the Sisters of Mercy
- faithful to the inspiration and legacy of Catherine McAuley, the founder of the Sisters of Mercy
- committed to breaking the oppressive cycle of poverty through the education of women.

Our Commitment

We are committed to:

- the Gospel
- the Catholic tradition
- the educational values of the Sisters of Mercy
- academic excellence
- women's leadership
- respecting ethnic and cultural diversity
- service to others.

Our Vision

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

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

Our Beliefs

We believe in the following values:

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

Our Credentials

St. Catharine Academy:

- is chartered by the Board of Regents of the State of New York
- is accredited by the Middle States Association of Colleges and Schools
- is in association with the Mercy Secondary Education Association
- is in association with the National Catholic Education Association
- follows the requirements of the New York State Education Department.

PART I – ACADEMIC GUIDELINES

Program of Studies

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

Courses	Class 2012 - 2013 – 2014 - 2015	
	Regents Diploma # of credits	Advanced Regents Diploma # of credits
* Honors courses available		
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
The 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 OR Integrated Algebra	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 nd Science	No	Yes
Modern Language	No	Yes

Scholarships

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

The Advanced Placement (AP) Program

- Colleges will grant credit and/or advanced standing to students who score well on these exams.
- SCA offers AP courses in American Government, Biology, English Literature, English Language & Composition, U.S. History, World History, Calculus, Italian, Spanish Language and Spanish Literature.
- Students enrolled in Advanced Placement classes take the AP test in May.

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**.

Report Cards

- must be signed by a parent or guardian
- must be brought back to the homeroom teacher on time
- must submit a note from a parent if lost and needs replacing.

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

Honor Roll

- First honors requires a quarterly average of 90.0000%.
- Second honors requires a quarterly average of at least 85.0000%.
- 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 mid term and final exams.

Regents Exams:

NYS requires:

- a passing grade of 65 in Comprehensive English, Global History, Mathematics A or Integrated Algebra, US History and one Science exam
- that students who fail retake the Regents exam in August if offered.

Year-End Course Failures

- A passing grade is 65 or more; failing is 64 or below
- A student failing three or more 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
- a required Regents assessment
 1. the Regents failure remains on the student's permanent record card
 2. any student failing any subject must go to a full session summer school and pass the subject in order to return to St. Catharine Academy in September
 3. any student failing required Regents assessments must go to a full session summer school and pass the subject in order to return to St. Catharine Academy in September.

Failure to attend summer school will result in dismissal.

School-Wide Expectations for Classroom Participation

Respectful Attitude

Students are encouraged to:

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

Classroom Behavior

Students are expected to:

- be prepared for every class and behave in an appropriate manner
- follow the directives of the teacher or proctor
- be seated quietly when the bell rings
- have coats or jackets in lockers
- contribute to a positive school climate.

Unproductive Classroom Behavior

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

- does not bring materials or books to class or reads non-class materials
- does not take notes or do the assigned "do now" activity when expected
- does not participate in class activities or claims to be sick and does no work
- copies someone else's homework during class or does work for another class
- does not do assignments for the cover teacher
- makes up notes instead of doing class work or writes and passes notes
- fools around or has unnecessary interactions with other students
- is inattentive, looks out the window, sleeps, daydreams or wastes time.

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

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

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

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

Preparation for Class

Students should:

- arrive with the proper hall pass if late for class
- have all materials required for class i.e. work books, 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
- bring goggles, calculators, protractors and rulers when needed
- have required reading materials for all classes especially English.

Guidelines for Students during a Coverage Period

Students must:

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

Materials

Students are required to:

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

Participation

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

Written Work

Students must submit all homework and other non-typed work:

- in black or blue pen on standard size loose leaf (8-1/2 x 11)
- in legible handwriting and without excessive whiteout.

They must use a #2 pencil for testing.

Typed Work

- must follow the specific requirements of teachers for Internet sources
- must follow all rules governing standard English usage, grammar, punctuation and spelling
- must use appropriate formatting: typed double space, one-inch side margins and Times New Roman 12 point font.

Homework

- is to be completed as assigned and handed in on the due date
- that is late will be accepted according to department policies.

Standard Heading for all Papers

Student's Name _____ Date _____
Subject _____ Teacher _____

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

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. All sources must be cited. Plagiarized work can include both: academic work or work for the school newspaper and literary magazine. A student may not submit a paper or project for more than one course unless given permission by the teacher.

Intentional Plagiarism occurs when a student passes off someone else's work as her own, she:

- "cuts and pastes" sources of information from different websites and claims as hers
- claims essays or term papers downloaded from the internet as hers
- copies passages from resource materials and claims as her original work.

Unintentional Plagiarism occurs when a student uses resource material and information but fails to cite the information included into an assignment. Unintentional plagiarism can easily be avoided by learning to cite sources correctly and/or using quotation marks correctly. Avoid unintentional plagiarism by keeping some rules in mind:

- Common knowledge or information does not need to be cited, ex. George Washington was the first president of the U.S.
- Personal opinions do not need to be cited, ex. Shakespeare is the best English playwright.

However specific facts, any statistical information, numerical data, tables or charts must be cited.

- Original thoughts, ideas, observations or definitions by other writers must be cited.
- Paraphrasing incorrectly is the most common cause of unintentional plagiarism. Paraphrasing is restating another writer's ideas or observations in the same order as the original but is usually shorter.
- When in doubt about whether information should be cited, please consult a teacher or the school librarian.

Cheating

Cheating negatively impacts both the person who receives and the person who gives information.

Consequences for Plagiarism and Cheating

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

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

National Honor Society

Students 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 9th, 10th and 11th grade averages. To be eligible for membership in the Society, students must meet requirements in academics, leadership, character and service to school and community.

Scholarship Requirements

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

- weighted cumulative average of 88.0000% for 9th, 10th and 11th grades.
- weighted cumulative average of 88.0000% for the first three quarters of 12th grade.
- passing final average in each course.

Leadership Requirements

Leadership is judged by the student's self-confidence, initiative and spirit. She must demonstrate outstanding responsibility, dependability and exhibit a positive attitude.

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 Requirements

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 11th 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

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

SCA Scholars

Qualifying students:

- must maintain 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
- will be inducted 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

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

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 and attitude	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%

Class expectations and guidelines are reviewed in each class at the beginning of the school year. **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 received 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:

- 10 hours completed by the end of 9th grade
- 25 hours completed by the end of 10th grade
- 40 hours completed by the end of 11th grade

Students who have not met the service requirements may not participates 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 directly to the attendance office

- since students are permitted 12 lateness per year, the only excuses accepted for lateness are medical and dental notes submitted at the time of arrival

Lateness to Class

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

Excused Early Departure

Excused early departures include:

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

Procedures for Early Departure

- The school nurse, not the student, will notify the parent or guardian if a student must go home due to illness. A detention will be issued if not observed.
- 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. If a parent or guardian is unable to pick up the student, she will be sent home by taxi at the student's expense.
- The school discourages early departures and requests that families arrange medical and dental appointments, job interviews and applications for driver's license, etc. either after school hours, on Saturdays or during vacation periods. Families are encouraged to schedule appointments after school, on days off or early dismissal days. See calendar on page 35. Dismissal is at 1:00 p.m. every Wednesday.

Incentives to Good Attendance, Punctuality and Discipline

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

Sanctions for Poor Attendance and Lateness

A student:

- who is absent from school may not attend any after school activity that day
- who is absent is responsible for all missed class work, assignments and tests
- who fails to return an absence note will be summoned to the Assistant Principal of Student Services. If the note is not received, the student will receive a detention.
- who is on late probation must serve detention for her lateness
- who is on late probation and arrives after 8:20 a.m. receives two detentions for her lateness.
- will be put on probation if she has more than:
 - three lateness or absences in any given quarter
 - six lateness or absences at the end of the semester
 - nine lateness or absences at the end of the third quarter
 - twelve lateness or absences at the end of the academic year
- who is excessively absent or late in any given year may be dismissed
- who has not been called in absent by a parent/guardian by 9:00 a.m. receives a demerit.

Notification to Parents/Guardians

The Attendance Director will call the parent/guardian of any absent student who has not been called in by 9:00 a.m. If necessary, 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

A student who is pregnant must:

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

Arrival at School

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

- must be in full uniform
- must go to their locker before reporting to the cafeteria, library or computer room
- are not permitted to have jackets, coats or electronic devices visible in the cafeteria, library, computer room or classroom
- may go through the cafeteria line from 7:15 a.m. to 7:50 a.m.
- may not leave the building after arrival unless they get permission from an administrator, the school nurse or the attendance director.

Departure from School

Students:

- are dismissed after ninth period
- use the Laconia Avenue rear exits only
- remain inside the gates if waiting for a friend or a ride
- follow the dismissal directives of coaches/club moderators after meetings, games or practices

Traffic Courtesy and Safety

To ensure student safety:

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

Dress Codes

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

SCA Uniform:

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

A student:

- must present a note from a parent, a doctor or the school nurse for an extended pass
- must get a pass from the Assistant Principal in the cafeteria until 7:55 a.m.
- will be permitted two uniform passes per year
- should have enough uniform items to be able to substitute in case of an emergency.

Unacceptable Dress-up Day Attire

Students:

- may not wear sports outfits, shorts, mini skirts, bare midriffs, halters, tube tops, spandex or tight-fitting clothing
- will receive a detention from the homeroom or classroom teacher if inappropriately dressed
- will lose the right to participate for the entire year if not in compliance.

Casual Days

Students may:

- wear the SCA sweatshirt or SCA tee shirt over all other attire
- wear jeans, sweatpants, pants below the knee
- wear sneakers or boots
- not wear shorts, leggings, skirts or dresses
- not wear the school tee shirt in such a way that the midriff is bare
- lose the right to participate for the entire year if not in compliance.

Makeup / Hair

A student's hair should be:

- in a style appropriate for school
- a natural shade of hair coloring.

Jewelry

Students:

- may wear no more than two stud earrings per ear during the school day
- may wear no more than two necklaces and bracelets
- may not wear nose, eyebrow or other facial piercings
- may not wear spiked jewelry or any jewelry linked to gang membership or messages that are sexual, obscene or drug-condoning
- are encouraged not to wear expensive jewelry to school

Athletic Attire

Students on the varsity and junior varsity teams may:

- only wear the team's warm-up jacket and pants.
- 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 this 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.

Student Expectations in Use of the Internet

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

- Use of the computer at school is limited to school related activities.
- Infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
- After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct” on page 26 and “Anti Bullying Policy” on page 18 in the student handbook.
- Students must abide by the rules of network etiquette both inside and outside school.
- Students must sign a contract indicating acceptance of the school’s internet policy.
- Parents who sign the Technology Acceptable Use Contract give permission for their child to use the Internet for educational purposes. Parents may also deny permission for independent use of the internet at school.

Standards of Behavior

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

- **Electronics devices may not be in use during the school hours. They are to be kept either in the student’s locker or in a secured in her book bag or pocketbook in a turned off mode. The school is not responsible for any loss or theft of electronic devices.**
- **The use of the computer at school is limited to accessing information and creating documents that are compatible with the mission of the school.**
- **Students are responsible for all their communications. They may not use vulgar, harassing, obscene, threatening, bullying, abusive or sexually offensive language or make statements that are slanderous or disrespectful of any students or adults through e-mail, texting or social networking sites.**

- Students may not access websites or download inappropriate, vulgar, sexually offensive materials from any website or e-mail, either in text, pictures or videos.
- Students may not engage in cyber-bullying and are urged to report cyber bullies as advised in the Student Agenda book.
- Students are responsible for protecting their privacy by not revealing their home address, phone number, password or the personal information of other students.
- Students must avoid social networking postings that are too personal, embarrassing, mean or hurtful.
- Each student will be given a school e-mail address and a school account that limits the amount of printing to 30 copies per month. Students are encouraged to use this e-mail address for all academic communication.
- Students and parents must be aware that there are legal consequences for the inappropriate use of electronic communications as well as school disciplinary action.

Athletics

Student athletes are required to:

- demonstrate good sportsmanship
- pass a physical examination after August 15th
- 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

Students are encouraged:

- to bring a cake to celebrate with their friends in the cafeteria during breakfast and/or assigned lunch periods
- to decorate lockers for the day if the decorations are appropriate
- to remove all birthday decorations each Friday
- not to use balloons to decorate lockers
- not to tamper with the decorations of their classmates.

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.

Cafeteria

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

- choose the table where they wish to sit for the year
- may not move more chairs to a table
- must report to the computer room or library before they go to the cafeteria if they intend to use these resources. They must return to the cafeteria with a pass from the supervising faculty or staff member
- must clean each table before the end of the lunch period on a rotational basis. ALL are responsible. If the table is left messy, all will receive a detention.
- must pick up papers under and around the table
- put chairs under the table when leaving the cafeteria
- may not take food or drinks from the cafeteria
- must put their chairs up on the tables at the end of the eighth period lunch
- must cooperate with and act respectfully towards the cafeteria supervisors
- must follow the directives of the cafeteria moderators
- must serve a detention for any inappropriate behavior in the cafeteria

Computer Room

The computer room is open from 7:15 to 7:55 a.m. daily. Students must go to their lockers before reporting to the computer room. No jackets, coats, electronic devices, food or drinks are permitted in the computer room. It is also available to students from 2:30-3:30 p.m. Students use a computer room under the supervision of a faculty or staff member. All students must abide by the student and parent signed Technology Acceptable Use Contract at all times while in the computer room. Students who are not in compliance with the computer room regulations will be asked to leave the computer room.

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 33. 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.scchs.org>. See school status box.

Detention

Students serving detentions:

- 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::

Date of Issue

Monday

Tuesday

Wednesday

Thursday

Friday

Date to Complete Serving

Wednesday

Thursday

Friday

Monday

Tuesday

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

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.

Exemptions from Physical Education Classes

Students seeking a medical exemption from physical education classes must:

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

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

Emergency Evacuations

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

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

IDs

Each student is required to have an ID card. Students need to present their school ID when they wish to take out books from the library. The ID regulations state that:

- the ID card is not transferable
- it must be returned to the office upon termination of enrollment
- it may be requested for admission to any school event
- there is a \$5.00 charge to replace a lost ID card. Students must notify the main office to obtain a replacement ID.

Incoming Telephone Calls

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

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.
- must pay a \$5.00 fee for a lost or unreturned lock
- must report any problems with lockers to the bookstore manager.

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

Log of Hall Passes

Students must:

- obtain permission from the teacher to leave the room.
- sign out on the Log of Hall Passes and carry a hall pass if they must leave the room for any reasons.

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

Restrooms

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

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 completed.

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 9th grade
- 25 hours completed by the end of 10th grade
- 40 hours completed by the end of 11th grade.

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 personnel will notify the location to which the visitor is going. Groups of students from other schools must be accompanied while in the building. No children are permitted in the building at any time unless accompanied by a parent on official school business.

Affirmation and Discipline Policies**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 who receive no detentions or demerits:

- each month may qualify for a casual day
- each semester are acknowledged at the achievement assemblies
- have their names displayed on the first floor bulletin board by the gym

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 not reporting an absence. Three accumulated demerits convert 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

Detentions of more than one hour must be served 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.

Students on probation may not attend:

- club or team meetings and activities
- Prom
- school trips.

Disciplinary Probation

Any student placed on disciplinary probation must attend a conference with the Assistant Principal of Student Services and her parent/guardian.

Academic Probation

Students will be put on academic probation if they have two year-to-date failures on their quarterly report card.

Attendance and Lateness Probation

Students will be put on lateness and/or attendance probation if they are absent or late:

- more than three times in any given quarter
- more than six times at the end of the semester
- more than nine times at the end of the third quarter
- more than twelve times by the end of the academic year

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

Suspension

A suspended student is one for whom the privilege of attending school or a school-related activity has been temporarily withdrawn as a disciplinary measure.

A student who is suspended:

- will not be permitted back to classes until the time of suspension has lapsed
- will require a parent conference for re-admittance
- must demonstrate her intention to correct the misconduct
- will forfeit her right to retake any testing and is responsible for obtaining material from another student
- must undergo a psychological evaluation in instances of bullying or harassment before she is readmitted

Dismissal

The principal will dismiss a student who:

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

Discipline Code for Student Conduct

Demerits	Detentions (1 Hour)	Probation Per Quarter
absences not called in	chewing gum materials not returned	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	Suspensions
	confiscated electronic devices	In-School Suspension: Discipline probation and no parent conference. 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	Dismissal
	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	
	calling home when ill instead of nurse	
	Detentions more than 1 hour	
	cutting class (2 hrs)	
	disruptive behavior (2 hrs)	
	tampering with school property (2hrs)	
	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

Clubs/Sports/Activities

Parents will receive a club description that details the dates, times and place of meeting, the attendance requirements, amount of 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. Students on probation and students who have not completed their grade level service commitment may not participate in extra-curricular activities.

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 and moderators of sport activities are required to take the **American Heart Association’s Cardio Pulmonary Resuscitation and Emergency Cardiac Care training.**

Guidance Services

The Guidance Department is staffed by five 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 and 12 parent night
- various testing programs
- college/career resources.

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 pass to the cafeteria when finished
- must have an 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.

Procedures for Renewals/Overdue Books/Unpaid Fines

- books can be returned or renewed anytime except during homeroom
- a fine of 10 cents per school day is charged for overdue books
- late books on special loan (1-3 days) will have fines doubled
- overdue reserved books on overnight loan incur a fine of 25 cents for the first hour and 10 cents for each additional hour
- failure to report to the librarian after notification results in a detention

- if a book is not returned or the fine paid, a detention is issued each day until the book is returned and the fine paid.
- at the close of the school year, books returned late will incur a fine of 25 cents per book, per day.

Liturgies and Prayer Services

All 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.

Meal Tickets

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
- receive a meal pass on a daily basis for a period of two weeks to a month
- put her new lunch ticket book in a safe place.

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 receive a full fare free metro card. Cards are distributed in September and February. A lost card should be reported to the cafeteria moderator. Replacement time is usually two weeks.

Retreats

If a retreat is planned for the entire grade level, all students on that grade level are required to attend. Other retreats are paid for by those students interested in attending.

School Health Office

The school nurse is available from 8:00 a.m. to 2:30 p. m. Her office is located in the guidance wing.

Prescriptive Medication

Prescriptive medication regulations require:

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

Leaving Early Due to Illness

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

Student Health Center

The health center has professional state-of-the-art exercise equipment as well as video and audio programs.

- Parental and physician approval is required for participation.
- Students use the center during their lunch hour for a prescribed twenty-minute exercise workout routine.

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.

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 IV - GRADE 12 INFORMATION

College Information Night

The Grade 12 guidance counselor arranges for 60 to 70 colleges to attend a college information night here at SCA on **September 21st** at 7:00 p.m.

College Visits

- Grade 12 students are asked to schedule their college visits after school hours. It will be recorded as a college visit absence.
- Two such absences are allowed during senior year.
- An absence note is required when the student returns to school.

Free Periods

Grade 12 students may go to the senior lounge, the cafeteria, the library, the guidance office or computer room. Students must be at their desired location by the second bell.

Financial Aid Meeting

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

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

Graduation Policy

Grade 12 students:

- with more than one failure will not participate in the graduation ceremony
- must meet all academic, financial and social responsibilities in order to participate in the graduation ceremony
- must have parents attend a mandatory graduation meeting
- who do not participate in graduation rehearsal will forfeit graduation tickets
- must follow all the directives established by the principal or may forfeit the right to receive a St. Catharine Academy diploma.
- with perfect 12th grade attendance will receive one extra graduation ticket.
- who donate their graphing calculator will receive one extra graduation ticket.

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 19th. The business office will not accept any money for the prom after May 5th.

Please be advised that a deposit of \$150.00 by February 6th 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 their payment as well as the privilege of attending the prom.

All payments are non-refundable.

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

Trips

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

Any student receiving outside financial assistance, for example SCA tuition assistance, Be a Student 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 when on trips are subject to disciplinary consequences. Students with tuition payments in arrears will not be allowed to attend any overnight trips or be allowed to make any initial or subsequent deposits unless tuition is paid.

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

