



Cardinal Spellman High School

2011-2012

ONE CARDINAL SPELLMAN PLACE
BRONX, NEW YORK 10466

Accredited by
The University of the State of New York
and
The Middle States Association
of Colleges and Secondary Schools

Telephone
School Office: (718) 881-8000
Fax: (718) 515-6615
Website: www.cardinalspellman.org

Property of: _____ Homeroom: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883
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Dear Parents and Guardians,

We are pleased to present this copy of our 2011-2012 Handbook and Planner for your careful consideration and acceptance. It has been prepared for **both you and your child**. In addition to being used as planner for the student, it contains a summary of the Philosophy, History and Policies of Cardinal Spellman High school.

As Parents you are expected to read the policies affecting student life and academics. By sending your child to this school we assume that you accept these policies and will work with us to ensure that every student in the school attains his or her potential. In any community there has to be a set of rules which everyone must follow and if individuals choose to deviate from these rules, there must be consequences.

Cardinal Spellman is about to enter upon its third year as a financially independent Catholic High school within the Archdiocese of New York. You will need no reminder that economically these are difficult and very trying times. Given that fact, it is vital that each one of should be examining our priorities, with our children's' education high on the list and that we and they really accept all the responsibilities in that regard.

You as parents and guardians, and we as educators, have a mutual concern for the development of your child as a young person created in the image and likeness of God. The entire staff at the school pledges that we will do all within our power to provide a challenging and successful high school experience for your son or daughter with in a caring catholic environment. We must work together to attain this goal, so please contact the school if you have any questions or concerns.

With prayerful gratitude for your choice of Cardinal Spellman as your child's high school, I am,

Yours very sincerely in Christ,



Rev. Trevor Nicholls
President

SCHOOL OFFICIALS

Rev. Trevor Nicholls	President
Mr. Daniel O'Keefe	Principal
Sr. Veronica Wood	Assistant Principal
Ms. Jeri Faulkner.....	Dean of Students
Mr. Collin Smith.....	Dean of Students
Mr. Robert Anderson	Director of Guidance
Mrs. Carol Popp	Director of Admissions
Dr. Neil McCarthy.....	Assistant to the President
Mrs. Martha Mingione	Finance Manager
Rev. Francis Principe	Director of Spiritual Activities
Ms. Jane Morris.....	Director of Athletics/Girls
Mr. Fred Oppen.....	Director of Athletics/Boys
Mr. George Spence.....	Director of Student Activities
Ms. Jennifer Rivera	Advancement Director
Ms. Meredith Masciotti	Director of Annual Giving

PHILOSOPHY

Cardinal Spellman High School is a Roman Catholic School dedicated to academic excellence and to serving young men and women through a rigorous program of learning which emphasizes personal Christian development as exemplified in the life and mission of Jesus, the stimulation of innate creativity and quest for knowledge, the development of emotional maturity, and a commitment to and concern for the community, Church, nation and world.

The education of Spellman students is a venture shared by family, faculty, and students to meet the needs of a diverse student population, culminating in graduates who are personally enriched, dedicated to enriching the lives of others and prepared to meet the challenges of a global society.

HISTORY OF THE SCHOOL

Cardinal Spellman High School is a Roman Catholic High School under the direction of the Archdiocese of New York. The faculty includes priests of the New York Archdiocese, a Sister of Charity of New York, and a Franciscan Sister of Hastings, as well as lay teachers. Opened by Cardinal Spellman, in September 1959, the school is located on a thirteen-acre site of high ground near the Bronx-Westchester line.

A coeducational school, Cardinal Spellman High School offers a program of studies designed to meet the needs of college-bound boys and girls. The objective of the instructional program is to create an academic climate within which students will be encouraged to develop their potential.

As a Catholic school, Spellman is committed to providing a four-year program of religious instruction in addition to a wide range of religious activities and spiritual and personal counseling. Students' personal growth in morality, responsibility and self-discipline is a fundamental goal of the entire program at Cardinal Spellman.

As a Roman Catholic School, Cardinal Spellman High School is dedicated to the Christian teaching of the essential equality of all people as rooted in the fatherhood of God, Christ's love and our supernatural destiny. Thus, with discrimination so repugnant to its nature and mission, Cardinal Spellman High School has not and shall not discriminate on the basis of race, color, national and/or ethnic origin. This applies to all aspects of its operation, including admissions policies; scholarship programs and athletic and other school administrated programs.

ACADEMIC POLICIES

I. REPORT CARDS, GRADES, AND HONORS

- A. Reports cards on academic performance are issued four times a year; twice a semester.
- B. The semester grade for a course is determined by the following formula: 35% for each of the two marking period grades and 30% for the semester examination grade. For full year courses the grades for the two semesters are averaged to determine the final grade.
- C. The passing grade is 65%.
- D. In the case of certain courses, the grade given for a semester or the year is weighted in determining a student's overall average.
 - Advanced Placement (AP) courses are weighted at 1.06.
 - Honors courses are weighted at 1.04.
 - Regents' courses and some other courses (e.g. Pre-Calculus) are weighted at 1.02.
- E. Honors are awarded as follows:
 1. Honors certificates are given in January and in June on the basis of a student's *overall semester average*.
 2. First honors are awarded to students with a GPA of 90% or better. Second honors are awarded to students with a GPA between 85.0% and 89.9%.
 3. Students with failures are not eligible for honors.
 4. At the Honors Night ceremony held in the fall, honors pins are awarded on the basis of the students overall average for the previous year.
 5. The **Diamond "S" Award** is awarded to those students who have passed all their Regents exams and have attained a 90% final average in *each* of their first three years at Cardinal Spellman High School. This is awarded at the Honors Night ceremony held in the fall of the student's senior year.

II. EXAMINATIONS

- A. Unless exempted by a teacher in accordance with departmental policy or no such examination is given, a student must take an examination for each course in January and June.
- B. A student taking Regents or an Advanced Placement course **must** take the Regents or Advanced Placement examination for the course.
- C. During the examination periods in January and in June, student absence should be reported by telephone by the parents/guardians. **Only serious illness documented by a note from a doctor will excuse a student from an examination.** Students so excused will be given

make-up examinations upon their return to school. Students not so excused will be given a **40%** for any missed examinations in January and **0%** in June.

- D. A student who cheats on an examination in January or June (i.e., who gives aid to or gets aid from another person or who has in his/her possession notes or any written or other material relating to the content of the examination) will be given a **zero (0%)** for that examination and will be placed on disciplinary probation for the following school year.

III. TESTING SCHEDULE

To prevent freshmen, sophomores, and juniors from having an excessive number of full period tests on any one day, teachers must follow the following schedule:

For courses in which all or most of the students are Freshmen:

- Day 1 – Religion, Global I, Science 9
- Day 2 – Religion, English, Math
- Day 3 – Global I, Science 9, Language I
- Day 4 – English, Math, Science 9
- Day 5 – Religion, Global I, Language I
- Day 6 – Religion, Math, Science 9
- Day 7 – English, Math, Language I
- Day 8 – English, Global I, Language I

For courses in which all or most of the students are Sophomores:

- Day 1 – Religion, English, Language II
- Day 2 – Religion, Global II, Math
- Day 3 – English, Language II
- Day 4 – Global II, Math
- Day 5 – Religion, English, Language II
- Day 6 – Religion, Global II, Math
- Day 7 – English, Language II
- Day 8 – Global II, Math

For courses in which all or most of the students are Juniors:

- Day 1 – English, Math, Language III
- Day 2 – USHG, Language III
- Day 3 – Religion, English, Math
- Day 4 – Religion, Language III
- Day 5 – USHG, Math
- Day 6 – English, USHG, Language III
- Day 7 – Religion, English
- Day 8 – Religion, USHG, Math

Please Note:

- Days have not been assigned for Biology, Earth Science, Chemistry, Physics, Art, Music, and Health courses because the schedules for these courses vary.
- Quizzes (i.e., exercises that are planned to take and ordinarily do take no more than ten minutes) may be given on any day.
- The above schedules apply to all sections of the indicated courses (including honors and skills sections).

IV. MAKE-UPS

A student who is absent when tests, papers, projects, or **any** assignments are given is responsible for the missed work. If the work is not made up, the student will receive a **zero (0)**. The following are guidelines for make-ups:

- A. The student must see the teacher(s) on the day he/she returns to school to make arrangements for make-up test or to hand in any work that was due during the absence.
- B. Unless the student was absent for more than five (5) days, a *make-up test must be taken within two days of returning to school.*
- C. If an absence is more than five (5) days, a make-up test should be taken *within five days upon returning to school.* A teacher may extend this time period if circumstances warrant.
- D. When possible, make-up tests should be taken before homeroom, after school, or during a student's free period rather than during class time.
- E. A student who has been on an **extended vacation** may not be permitted to take make-up tests and **may not receive a passing mark** for work assigned during his/her absence. Any questions regarding such situations should be referred to the Assistant Principal.
- F. A student who has been **illegally absent/truant** may not take a make-up test and will receive a **zero (0)** for any missed test(s).
- G. A student who has been **excluded from class and/or school** may not make up any test(s) missed during the exclusion period and will receive a **zero (0) for those exams.**

V. PLAGIARISM

Plagiarism is to take and pass off as one's own the ideas (thoughts), writings (words), etc., of another. The following are a few examples of plagiarism:

- Presenting whole paragraphs or essays as one's own.
- Offering another's theory or conclusion as one's own.
- Using single sentences or phrases from a source other than one's own.

All work in all subjects is assumed to be the student's own work. Students are responsible for making the proper acknowledgement in standardized format when using another's ideas or writings.

A student who **cheats, plagiarizes, or compromises the integrity** of any assignment, quiz and/or test (i.e., who gives aid to or gets aid from another person or who has in his/her possession notes or any written or other material relating to the content of said assignment, quiz, and/or test) will be given a **zero (0)** for that assignment, quiz and/or test and will be subject to disciplinary consequences.

VI. ACADEMIC PROBATION

- A. A student who has two failures during a given year who returns to Spellman after passing the courses in summer school will be placed on academic probation for the following year.
- B. Administrators, counselors, and/or teachers will closely monitor the performance of the students on academic probation. Activities considered helpful may be required of such students.
- C. A student on academic probation who fails three or more courses in January may be asked to withdraw from Spellman.

VII. ACADEMIC ELIGIBILITY FOR PARTICIPATION IN SCHOOL ACTIVITIES AND ATHLETICS

Cardinal Spellman is a college preparatory high school, which exists to foster different aspects of growth and development, which our adolescent students should experience. However, we are primarily an academic institution. Therefore, participation in school activities while beneficial remains secondary to our primary role of education. Regulating such participation can help promote academic achievement.

The following policy is in effect with respect to academic eligibility for participation in school activities:

- A. A student on academic probation is eligible for participation in school activities during the first half of the first marking period, but may become ineligible for participation during the second half of the first marking period if interim progress reports completed by his/her teachers indicates that he/she is failing two or more subjects.
- B. A student with two or more failures in the **final column** on the report card is ineligible for participation in school activities during the following marking period. A student with **two failures** will have their grades reviewed midway through the marking period and **may be** reinstated by the Assistant Principal.

VIII. PROMOTION, SUMMER SCHOOL, AND WITHDRAWAL

- A. A semester course is passed if the student achieves a grade of 65% or more. A full year course is passed if the average of the grades for the two semesters (four marking periods) is 65% or more.
- B. A student who passes all the courses taken during a given year is promoted to the next grade.
- C. A student who fails one or two courses during a given year must take the same course(s) on the same level(s) and the appropriate final examination(s) in summer school.
- D. A student who does not do the above or who fails the course(s) in summer school **must withdraw** from Cardinal Spellman High School.
- E. *A student who fails three or more courses during a given year is subject to dismissal from Cardinal Spellman High School.*

IX. GRADUATION REQUIREMENTS

1. For all Cardinal Spellman High School Students

- Religion 4 years
- English 4 years
- Social Studies 4 years
- Physical Education 4 years
- Mathematics 3 years
- Science 3 years
- Foreign Language 2 years
- Art/Music 1 year
- Health ½ year

2. For a New York State Regents Diploma

All students must pass the Regents Examinations in English, Global, USHG, Integrated Algebra and a Science Regent.

- English 4 units
- Social Studies 4 units
- Mathematics 3 units
- Science 3 units
- Physical Education 2 units
- Foreign Language 1 unit*
- Art/Music 1 unit
- Health ½ unit
- Plus Electives

*** All Cardinal Spellman students must take at least 2 years of a Foreign Language.**

3. For an Advanced New York State Regents Diploma

In addition to the previous Regents requirements, students must also pass the Foreign Language Regents, the Math B Regents, and the Living Environment Regents as well as another Science Regents.

- English 4 units
- Social Studies 4 units
- Mathematics 3 units
- Science 3 units
- Foreign Language 3 units
- Physical Education 2 units
- Art/Music 1 unit
- Health ½ unit
- Plus Electives

To qualify for a Cardinal Spellman High School diploma, a student must pass all courses taken in Senior Year.

A Senior who fails a course must take an equivalent course in a summer school or college: upon receipt of a transcript indicating that the student has passed the course(s), a diploma will be granted.

X. STUDENT CHAPEL

- A. Mass is celebrated at 7:55 A.M. each school day in our chapel.
- B. Religion classes use the chapel at various times throughout the year.
- C. The chapel is always available for quiet contemplation, solace and prayer.

XI. GUIDANCE DEPARTMENT

- A. The Guidance Department consists of the Director of Guidance, five Counselors, the Nurse and Secretaries.
- B. Each student's counselor will interview them at least twice a year. Counselors also schedule interviews with students who are failing or have been referred by their teachers. Counselors are in their offices from 8:20 AM to 2:40 PM each day.
- C. **The guidance office is not an alternative to your lunch, free and/or study period(s). All resources may be used only after obtaining permission from a member of the guidance staff.**
- D. A parent/guardian who wishes to speak with a guidance counselor may schedule an appointment by calling (718) 881-8000.
- E. Working papers will be processed with the aid of Guidance Secretaries on TUESDAY and THURSDAY afternoons from 2:30 PM – 3:45 PM. An application must be completed and the following are required by New York State:
 - 1. Your ORIGINAL birth certificate
 - 2. Your ORIGINAL social security card
 - 3. A doctor's note stating you are "PHYSICALLY FIT TO WORK."

XII. LIBRARY

- A. The Library is open from 8:00 AM to 4:00 PM daily; computers and copiers will be turned off 15 minutes before closing. The librarian and support staff are available to help students during library hours. ***This does not include during homeroom, unless a student is specifically called to the library.***
- B. The Library contains over 18,000 volumes and currently subscribes to over ninety magazines and newspapers. A web-based catalog provides access to a circulating collection of fiction and non-fiction materials, and a large reference collection from school and home. The Library also has a growing collection of e-books and on line subscription databases. Passwords for data bases are available in the library.
- C. The Library is a place for ***quiet study*** (read magazines, do independent research, or homework). Students are to respect others by ***not talking***.
- D. Using the Library and its resources is a privilege, not a right. **Failure to comply with ALL posted library rules may lead to forfeiture of this privilege.**
- E. Circulating Collection
 - 1. Students are responsible for ALL materials borrowed under their name.
 - 2. Books circulate for three weeks and may be renewed.
 - 3. Books must be returned to the circulation desk.
 - 4. The Deans of Students will be notified if students do not return materials in a timely manner.
 - 5. Fine for overdue books is 10¢ per school day.
 - 6. Students must pay replacement cost plus a \$2.00 processing fee for all lost materials as well as for damage to library materials
- F. Reserve Books as well as the rules regarding these heavily used materials are kept near the circulation desk. Fines for overnight reserve books are \$2.00 per day.
- G. Magazines and newspapers are available for library use only.

- H. Photocopy machines are available for student use. The fee is 10¢ per page.
- I. Computers and printers are available for student use. Students are expected to comply with the **Student Expectations in Use of the Internet** (section IV of this handbook).

XIII. THE NATIONAL HONOR SOCIETY

- A. Each year new members are inducted into the Cardinal Spellman High School's Sequere Deum Chapter of the National Honor Society from the Junior and Senior classes.
- B. Criteria for Membership are as follows:
 - 1. Character: four faculty members to whom he or she is well known must recommend the applicant for membership.
N.B. Involvement in any incidence of plagiarism, cheating on tests or homework, or any other dishonest act will automatically exclude that student from making an application to the National Honor Society
 - 2. Scholarship: the applicant must show evidence of academic achievement as recognized by school honors.
N.B. YTD (Year to date) First Honors in each semester are worth two points; each Second Honors are worth one point.
 - 3. Leadership: the applicant must show evidence of leadership in school and community activities.
N.B. Moderators and other adults with whom the applicant has worked or is working provide this evidence.
 - 4. Service: the applicant must show evidence of **active** participation in school and community activities.
N.B. This evidence is provided as for leadership.
- C. Juniors and Seniors who believe that they meet the criteria listed above must secure an application form from the moderator of the National Honor Society, complete it, and return it by the designated date.
- D. A special committee of 7-8 members of the faculty examines each student's application anonymously. The decision of this committee is final.
- E. Students inducted into the National Honor Society must continue to meet the criteria for membership. In particular, members must maintain an 85% average and serve a **minimum of one hour weekly** in NHS-sponsored projects.

FINANCIAL STATEMENT

When a student enrolls in Cardinal Spellman High School, a signed contractual 4 year relationship begins between parent/guardian and the school stating that such parent/guardian assumes the responsibility of the timely payment of all tuition and fees.

I. TUITION

- A. Bills for the General Fee (\$552) will be sent in June. This payment is due on July 15th. *The General Fee covers the following:* student scheduling/data processing, report cards, student insurance, grade recording, attendance recording, the school newspaper, initial identification photos, library access, student lockers/locks, labs materials and Tuition Remission Fundraiser (every month a student's name is drawn from each grade to win a free months tuition). **The General Fee is paid each year your child attends our school.**
- B. Bills for tuition are sent monthly from FACTS Management. Payments are due on the 15th of each month, beginning in August and concluding in May. If the total amount due is not received by the payment due date, a late fee of \$30.00 will result. Failure to include the late fee in this payment will result in an incomplete monthly payment and a **compounding late fee will be applied.**
- C. Late payment of tuition will incur a late fee of \$30.00 per month in addition to other penalties. These penalties may include the final report cards being withheld; nonparticipation in all school activities e.g. sports (Paid/ Non-Paid), clubs, trips, Junior Ring Day, Senior Prom and Graduation.
Seniors: Transcripts and Diplomas will be held until ALL Financial obligations are fulfilled.

- D. If the delinquency of payment continues for more than 2 months, the student may be **excluded from classes** until payments are made and the account is brought up to date. **Severe situations may constitute the parent/guardian having to withdraw the student from the school.**

II. OTHER FEES

- A. Re-Registration, AP Exams and Graduation Fees, etc. are due at different times throughout the year and the parent(s)/guardian(s) will be notified by the Finance Office in the form of a letter.
- B. Fees for the prom, sports, ring payments, or school-sponsored trips and field trips, etc. are due on the date stated in the notice sent to those participants,

STUDENT LIFE AND CONDUCT

I. CLASS SCHEDULE

- A. Students who arrive at school before 7:55 A.M. are restricted to the first floor or the cafeteria. The back stairwells closest to the cafeteria only may be used.
- B. Students attending the 7:55 A.M. Mass in the Chapel are allowed above the first floor before 7:55. Students are to maintain quiet in the Chapel/Library corridor during Mass from 7:55 to 8:20.
- C. The school day begins at 8:30 A.M. **Students are to be in homeroom seated and prepared for the day at 8:30 A.M.**
- D. Silence and order must prevail during prayer, the pledge, and all announcements.
- E. Students are not permitted to leave homeroom at any time unless called over the announcements.
- F. Students arriving *after* 8:30 A.M. are considered late (tardy) for homeroom and must obtain a LATE PASS from the Scholastic Office. **All late detention will be served on Fridays, unless otherwise changed by one of the Deans.**
- G. Passing time between classes is 3 minutes. At lunch, students have **5 minutes** to get to the cafeteria.
- H. Any student late for class during the course of the day must obtain a LATE PASS from the Scholastic Office. **This includes the library and any free period area.**
- I. Dismissal for most seniors is at 1:57 P.M. depending on the schedule.
- J. The school day ends for all other students between 2:40 P.M. and 2:45 P.M. depending on the schedule.

SCHEDULE #1 – REGULAR

8:25	Warning Bell	
8:30	Homeroom Begins	
	Prayer	
8:35	Announcements	
8:38 - 8:45	Channel 1	
8:45	End of Homeroom	
8:48 - 9:29	Period 1	
9:32 - 10:13	Period 2	
10:16 - 10:57	Period 3	
11:00 - 11:42	Period 4	Lunch
11:45 - 12:27	Period 5	Lunch
12:30 - 1:12	Period 6	Lunch
1:15 - 1:59	Period 7	
2:02 - 2:43	Period 8	
2:43	Dismissal	

SCHEDULE #2 – MORNING ASSEMBLY

8:25	Warning Bell	
8:30	Homeroom Begins	
	Prayer	
8:35	Announcements	
8:38 - 8:50	Channel 1	
8:50	End of Homeroom	
8:53 - 9:33	Period 1	
9:36 - 10:16	Period 2	
10:19 - 10:59	Period 3	
11:02 - 11:43	Period 4	Lunch
11:46 - 12:27	Period 5	Lunch
12:30 - 1:11	Period 6	Lunch
1:14 - 1:57	Period 7	
2:00 - 2:40	Period 8	
2:40	Dismissal	

SCHEDULE #3 – FACULTY MEETING

8:25	Warning Bell	
8:30	Homeroom Begins	
	Prayer	
8:34	Announcements	
8:34 - 8:46	Channel 1	
8:46	End of Homeroom	
8:49 - 9:24	Period 1	
9:27 - 10:02	Period 2	
10:05 - 10:40	Period 3	
10:43 - 11:18	Period 4	Lunch
11:21 - 11:56	Period 5	Lunch
11:59 - 12:34	Period 6	Lunch
12:37 - 1:12	Period 7	
1:15 - 1:50	Period 8	
1:50	Dismissal	

OR

1:50 - 2:45	Special Event
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SCHEDULE #4 – MASS/RETREAT SCHEDULE

9:30 - 9:45	Homeroom	
9:48 - 10:21	Period 1	
10:24 - 10:57	Period 2	
11:00 - 11:35	Period 3	
11:38 - 12:13	Period 4	Lunch
12:16 - 12:51	Period 5	Lunch
12:54 - 1:29	Period 6	Lunch
1:32 - 2:06	Period 7	
2:09 - 2:42	Period 8	
2:42	Dismissal	

II. ATTENDANCE POLICIES

The progress of a student at Cardinal Spellman High School depends greatly on the regularity of his/her attendance. Lateness/tardiness disturbs the good order of the school and undermines a student's own spirit of responsibility. In order to create the proper educational environment and to maintain the standards of the school, we have the following policy governing attendance.

A. EXPECTATIONS:

1. Students are expected to be in attendance and on time on all school days. Students who arrive at school after 11:00 A.M. will be considered absent for the day and may be sent home.
2. Once a student enters the building he/she may not excuse himself/herself from classes, nor may he/she leave the building before the designated time without the permission of the Deans. Students that leave school before 11 A.M. will be marked absent for that day.
3. Parents will call the Deans' office on the second day of absence between 9 A.M. and 10 A.M.
4. On returning to school a student who has been absent **MUST** hand in their note to their homeroom teacher (or substitute) during the homeroom period to receive a yellow absence pass that *must be signed by every teacher during the course of the day*.
5. **Hand written parental/guardian absence notes are required and must contain the student's full name, the date(s) of absence, the cause of absence, a phone number where the parent may be contacted during the day and the student's homeroom. An absence of five or more days requires a doctor's note in addition to the parental note.**
6. Students returning to school after an absence, without a note are given **1 day's grace to bring in a valid note**. Failure to turn in this note on the second day back after an absence will result in a detention stay until all notes have been handed in.
7. It is always the responsibility of the student who is absent to make up class work, assignments, and tests missed during the absence. Teachers should be consulted for make up work.
8. **A student who is absent from school may not participate in nor attend any school activity of any kind that day or evening without the explicit permission of the Deans.**
9. Students may not enter the school building on non-school days except for an activity supervised by a faculty member, moderator, or coach.
10. Cases involving legitimate extended absences for prolonged illness or hospitalization will be treated on an individual basis. If an absence extends beyond 2 weeks, members of the administration will meet with the parents/guardians to review school policies and to discuss home instruction and/or assignments.

B. VIOLATIONS AND CONSEQUENCES:

1. **Lateness/Tardiness** for school or class means a student **must** obtain a LATE PASS from the Scholastic Office and report directly to their assigned class. **All late detention will be served on Friday afternoons.** Students who accumulate more than 3 lateness per marking period (12 per year) may merit a parental conference, which may lead to exclusion from classes, probation, or dismissal from school.
2. **Repeated Absence** will not be accepted at Cardinal Spellman. The parents/guardians of students who have accumulated more than **four** absences in any one marking period will be notified that the student has been excessively absent. Should the pattern of absenteeism continue a **conference with the Dean(s) of Students, parents/guardians and the student** must occur. Continued disregard may lead to exclusion from classes, probation, or *dismissal from school*.
3. **Illegal Absence (Truancy)** from school will merit exclusion from class, a conference with the student's parents, and a period of 15 days detention. The student will receive a **zero (0)** in ALL work including any tests for the truancy period. Habitual truancy will lead to *dismissal from school*.
4. **Extended Absence due to vacations is not permitted.** A student may not be allowed to take make-up tests and may not receive a passing mark for work that is completed during this absence. An extended absence beyond 45 days in length may result in the school requesting the withdrawal of the student from Cardinal Spellman.

5. **Extended Absence *due to sickness*** must be documented with a doctor's and parental note. The Deans will deal with absences of this nature on a case by case basis.
6. **Cutting a class or an assigned school activity** warrants a 7-day detention stay and may merit exclusion from class.
7. **Detention** School detention is held every day during 8th period (2:00 PM) for Seniors only, and after school (beginning at 2:50PM) for underclassmen. It will end between 3:30PM and 4:00PM for underclassmen and Seniors with an 8th period class.
8. **Exclusion** from class due to continued disregard of the attendance or other school policies would mean that the student receives a **zero (0)** on any quizzes, tests and/or class work given during the day(s) of exclusion.

C. **APPOINTMENTS:**

Whenever possible, all appointments (college and job interviews, doctors, dentists, and clinics) should be made outside school hours.

1. When appointments can only be made for hours during the school day, written documentation (e.g. appointment card) **must** accompany a parental letter and presented to the Deans of Students **at least one day prior to the appointment**. **For reasons of security, students are not released with a phone call or email.**
2. Students who have provided written documentation may obtain an Early Dismissal pass from the Deans' Office between 8:00AM and 8:20AM. Those students must then sign out with the Deans at the assigned departure time.

D. **FIELD TRIPS:**

1. Students attending school-authorized field trips *during school hours* must obtain a Field Trip Permission Form and a Faculty Notification Form. Both forms must be signed by a parent/guardian. The Faculty Notification Form requires students to obtain teacher signatures prior to missing the class.
2. Field Trip Permission Forms are to remain with the moderator during the field trip. Faculty Notification Forms must be turned into the Deans' office one day before the departure.
3. Students attending school-authorized field trips *outside of school hours* must obtain and complete a Field Trip Permission Form signed by a parent/guardian. This form is to remain with the moderator for the duration of the field trip.
4. Students are to wear the complete school uniform on field trips unless special permission is obtained from the Dean of Student(s).
5. **Cardinal Spellman High School is not responsible for replacing any missing/misplaced personal items.**

E. **INCLEMENT WEATHER AND SCHOOL CLOSINGS:**

Notice of school closing for inclement weather will be given on the Cardinal Spellman **High School** website (www.cardinalspellman.org), **Channel 12** and its website and the **WOR** website as well as other news stations.

III. **SCHOOL UNIFORM AND APPEARANCE**

It is expected that all students reflect in their external appearance the characteristics of Christian ladies and gentlemen. These regulations are made to encourage habits of neatness, order, and good taste. Extremes in fashion or appearance (*as interpreted by the Administrators and Teachers*) are prohibited. **The following regulations regarding good grooming and proper dress are effective from the time the student leaves home for school in the morning until he/she returns home in the afternoon.**

A. **BOYS:**

1. GENERAL
 - a. These regulations are in effect from the first day of school in September until the last day of school in June. This includes exam and undergraduate days.
 - b. All boys are to wear **uniform** navy blue or khaki or dress pants (jeans or jean-like pants are not allowed). All pants should be clean and pressed. Belts are to be visible. **Pants are worn at the waist.**

- c. All boys are expected to wear white dress shirts and ties daily. These may be short or long-sleeved, must have a full collar and be clean and pressed. **Shirts are to be completely tucked in at all times**
 - d. **Dress shoes are to be worn at all times.** Shoes should be **conservative** in style and black or navy blue in color. **Shoelaces are to be tied.** *Sneakers (i.e. Puma and Polo) or sandals/slippers are not permitted.*
 - e. All clothing should fit and be worn properly. Oversized, baggy, droopy clothing are not acceptable forms of attire.
 - f. Hats or scarves may be worn **only enroute to or from school.** All headgear must be removed **before** entering the building.
 - g. **Extremes in haircuts, hairstyles, or hair color are not permitted.** Hair should be neatly groomed, of moderate length and should not cover the ears, eyebrows, or collar. Braids are not permitted. Sideburns should not extend beyond the middle of the ear. Parts are limited to one line (no designs of any type are permitted).
 - h. **Boys must be clean-shaven every day.** Mustaches and beards are not permitted. Boys who are not clean-shaven will be required to shave in school and may merit a detention that same day.
 - i. Earrings, tongue rings, or other visible pierced body parts are not acceptable and may not be worn in school. Other forms of jewelry such as chains, nameplates, etc. must be worn **INSIDE** the shirt. Excessive jewelry is inappropriate. Visible tattoos are not permitted.
2. SUMMER/SPRING REGULATIONS
- a. These regulations are in effect from the first day of school in September until October 17, 2011 and then again on April 16, 2012 until the last day of school in June.
 - b. Boys may wear the **Spellman uniform polo** in white or navy blue in place of the white dress shirt. It is worn tucked completely in so that the belt is visible.
 - c. Boots and sneakers may **NOT** be worn.
3. FALL/WINTER REGULATIONS
- a. These regulations are in effect from October 17, 2011 until April 16, 2012.
 - b. All boys must wear the white dress shirt with a tie. Senior and Junior boys may wear the uniform turtleneck in place of the shirt and tie.
 - c. Senior boys must wear the white varsity uniform sweater. Occasionally the navy uniform sweater vest may be worn instead of the white sweater.
 - d. Junior boys must wear the **red uniform vest.**
 - e. Sophomore and Freshmen boys are to wear the navy uniform pullover or cardigan sweater.
 - f. Boys may wear boots.

B. GIRLS:

1. GENERAL

- a. These regulations are in effect from the first day of school in September until the last day of school in June. This includes exam and undergraduate days.
- b. All girls must wear the navy uniform skirt. The length of the skirt is to be no more than 1" above the knee in front and back. Skirts may not be rolled.
- c. All girls are expected to wear white uniform blouses or the white uniform polo shirts. These may be short or long-sleeved, clean and pressed. **Blouses/shirts are to be completely tucked in at all times.**
- d. Navy blue knee or flesh tone socks and stockings are to be worn with the navy blue uniform skirt. Thigh highs are not permitted.
- e. Shoes worn with the uniform should have a low heel, be conservative in style and black or navy blue in color. **If applicable, shoelaces are to be tied buckles closed.** The following shoes may **NOT** be worn: backless or toeless shoes, boots, clogs, platform shoes or shoes with ankle straps, slippers, sandals or sneakers (i.e. Puma and Polo).

- f. All clothing should fit and be worn properly. Oversized, droopy clothing, extremely tight fitting, low overly revealing clothing are not acceptable forms of attire.
 - g. Extremes in haircuts, hairstyles, or hair color are not permitted. Excessive make-up is inappropriate. Bandanas and scarves may be worn enroute to and from school but must be removed before homeroom.
 - h. Post or earrings (**no bigger than a quarter**) may be worn. Only **one** earring in each ear may be worn. Excessive jewelry is inappropriate. Tongue rings, nose rings or visible pierced body parts are not acceptable and may not be worn. Visible tattoos are not permitted.
2. SUMMER/SPRING REGULATIONS
- a. These regulations are in effect from the first day of school in September until October 17, 2011 and then again on April 16, 2012 until the last day of school in June.
 - b. All girls may wear the khaki skort. *Junior and Senior girls may wear the light blue uniform skirt.*
 - d. White knee socks or stockings may be worn with skort or light blue skirt.
 - e. The **Spellman** uniform polo shirt may be worn with either the navy skirt or the skort.
3. FALL/WINTER REGULATIONS
- a. These regulations are in effect from October 17, 2011 until April 16, 2012.
 - b. All girls must wear the white blouse with the navy skirt or the navy **uniform pants**. Senior and Junior girls may wear the **uniform turtleneck** in place of the blouse.
 - c. Senior girls must wear the white varsity uniform sweater. Occasionally the navy uniform sweater vest may be worn with or instead of the white sweater.
 - d. Junior girls must wear the **red uniform vest**.
 - e. Sophomore and Freshmen girls are to wear the navy uniform pullover or cardigan sweater.
- C. SPECIAL OCCASIONS:**
- a. At certain times (Pep Rally, Field Trips, etc.) during the year uniform regulations may be relaxed or altered. Specific permission must be obtained from the Deans of Students.
 - b. At other times a Uniform Pass must be obtained from one of the Deans of Students **before homeroom**.
 - c. On extremely cold days girls will be permitted to wear pants to and from school. Jeans are never permitted and pants must be replaced with the skirt upon entering the building.
 - d. Violations of the dress code may result in disciplinary action, including exclusion from class and/or school.

IV. 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.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school.

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-authorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers”. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc..) **the student** is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA’s), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the **“Discipline Code for Student Conduct”, “Harassment Policies”, and the “Summary Statement”**.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

- **Transmission of any material in violation of any U.S. or state regulation is prohibited.** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

V. DISCIPLINARY STRUCTURE

Spellman students must always bear in mind that they have a proud reputation to uphold. Any conduct (**to and from school**), that is harmful to the good name of the school and/or the good of the school community, will be subject to disciplinary action.

Complete supervision of each student in all school situations is neither possible nor desirable; consequently, the school places certain responsibilities in the hands of the students. *The only real discipline is **self-discipline**.* Since there are also many situations for which there are no detailed regulations, good order, seriousness of purpose, and concern for each other are the guidelines to be used in judging the appropriateness of any action.

Disciplinary infractions are categorized below into three levels. At each level a sample group of behaviors is listed along with a range of possible disciplinary responses.

Regular school detention is held Monday – Thursday (and an occasional Saturday) during 8th period for *Seniors only*, and after school beginning at 2:50PM. It will end between 3:30PM and 4:00PM for underclassmen and Seniors with an 8th period class.

A. TYPES OF LEVEL ONE OFFENSES

1. Lateness/tardiness to school or class.
2. Failure to obtain an absence pass.
3. Defacing ID cards.
4. Not having a planner when in the halls during the school day.
5. Disruptive or disrespectful behavior at Mass, in hallways, classrooms, the library, the courtyard, the chapel, or any related school activity. (e.g. sporting events, dances, field trips)
6. Uniform violations.
7. Misconduct in the cafeteria.
8. Eating food or drinking beverages in any area other than the cafeteria; including gum or candy.
9. Going to your locker during class.
10. Verbal abuse, harassment, and the use of obscenities.
11. Any overt display of affection.
12. Loitering in unsupervised areas of the building including halls/corridors, stairwells, or bathrooms.
13. Whistling, booing, hissing, whispering, or showing open lack of respect during an assembly, concert, or production.
14. Using cellular phones or other electronic devices during the school day. *
15. Wearing headphones or earpieces for any electronic devices during the school day.
16. Student Court violations.

Students may use their cell phones before 8:25 and after 2:45 in the main entrance area outside of the Scholastic Office, and the Activities Hall area that separates the cafeteria and gym **ONLY. Parents who need to contact their children for emergencies during school hours are to call the Scholastic Office at (718) 881-8000. Students who need to contact their parents must get permission from the Deans, and use the phones in the scholastic office.*

PENALTIES FOR LEVEL ONE OFFENSES

Penalties may include one or more than one of the following:

1. Warning
2. Detention
3. Restriction of privileges
4. Parental contact
5. Extended after school detention
6. Exclusion from classes

B. TYPES OF LEVEL TWO OFFENSES

1. Cutting a class
2. Failure to surrender an ID card when asked.
3. Truancy
4. Disorderly conduct: Engaging in fighting; violent or threatening/harassing behavior; abusive or obscene language or gestures towards any school personnel; reckless driving.
5. Lying, forgery, or cheating
6. Inappropriate internet usage (in or out of school).
7. Aiding and/or abetting another student's unauthorized absence.
8. Smoking on school grounds or while under school supervision.
9. Insubordination
10. Repeated level one offenses

PENALTIES FOR LEVEL TWO OFFENSES

Penalties will include more than one of the following:

1. Exclusion out of school with parental conference before reinstatement.
2. Extended after school detention.
3. Exclusion from school for more than one day.
4. Removal from teams, clubs, activities, or other school sponsored events.
5. Expulsion: Any student who does not represent the philosophy and ideals of Cardinal Spellman High School in school or in public is not worthy to continue as a student in the school.

C. TYPES OF LEVEL THREE OFFENSES

1. Theft or Forcible Entry
2. Fraud
3. Possession and/or under the influence of an alcoholic beverage or illicit drugs on school grounds or while under school supervision.
4. Selling or giving any forms of alcohol or drugs to other students on school premises or in transit to or from school.
5. Possession and/or use of fireworks smoke or stink bombs, etc. while under school supervision.
6. Possession of weapons.
7. Damage to school property including graffiti in any form.
8. Repeated level two offenses.

PENALTIES FOR LEVEL THREE OFFENSES

1. Exclusion out of school
2. Parental conference
3. Expulsion

V. SCHOOL OFFICES AND FACILITIES

A. FACULTY OFFICES

1. These are for the *exclusive* use of faculty members.
2. Students are not permitted to go into a faculty office without the explicit permission of a faculty member.

B. NURSE'S OFFICE

1. A student who is ill must seek permission from the subject teacher to go to the Nurse's Office. Before going to the Nurse's Office, a student must report to the Deans of Students.
2. If the nurse judges that the student should be sent home, the student will receive an Excused Pass from the nurse, to be presented to the Deans. One of the Deans must excuse the student. A student who is returned to class will present the Excused Pass to the subject teacher.
3. Parents will be contacted by phone by the nurse or the Deans when necessary. **Students will not call their parents before seeing the nurse.**
4. When possible, parents may pick up their sons or daughters at the school's entrance on Cardinal Spellman Place (Needham Ave). If the student is unable to be picked up he/she must take a cab home at the Parent's/Guardian's expense. Students will not be permitted to take public transportation. The student must notify the nurse immediately by phone upon reaching their destination.
5. Dispensing medication to students requires **written consent from a parent and a physician**. This includes over the counter medications such as Tylenol, Advil, Midol, etc. If it is necessary for a student to take medication during the school day, the medicine along with the written consents must be brought to the nurse's office in the morning before homeroom. The medication will be dispensed from the nurse's office at the prescribed times.
6. Medication causing dizziness, drowsiness, or other discomfort should be brought to the attention of the school nurse who will alert subject teachers.
7. A doctor's note is required for any extended excuse from Physical Education classes. This note should be brought to the Nurse's Office at the beginning of the necessary period of absence from gym. The student will then be given explicit directions.

C. ATHLETIC AREA

1. This includes the gymnasium, fitness center, weight room, locker rooms, playing fields, and gym corridors.
2. **Students may use athletic facilities only under faculty/coach supervision with the permission of the athletic staff.**
3. Students may **not** enter any athletic area **at any time** (before, after or during school) without the explicit permission of the athletic staff.
4. Students are not allowed in athletic offices without the expressed permission of the athletic staff.
5. **Cardinal Spellman High School is not responsible for replacing any missing/misplaced personal items.**

D. THE MSGR. JEREMIAH P. MONAHAN COURTYARD

1. During the months of September and May the members of the Senior class only may use the courtyard before 8:25 AM and after 2:40 PM.
2. During the school day, Seniors may use the courtyard as a passageway to and from class. They may not congregate during class time.
3. Eating and drinking is never permitted.

E. CLASSROOMS

1. The teacher's desk in any classroom is for the sole use of faculty members. Students are not permitted to go into or sit at a teacher's desk without explicit permission of that classroom/homeroom teacher.

2. Materials on the teacher's desk as well as those on the walls or bulletin boards should not be touched without the explicit permission of the classroom/homeroom teacher.
3. All students must leave the classroom areas by 3:00 P.M. each day unless they are under the supervision of faculty moderators. After 3:00 P.M. only those students who are actively participating in supervised activities may remain in the classroom areas.

F. CAFETERIA

1. At all times the cafeteria will be kept clean. All trash must be placed in proper containers. Chairs or tables that have been moved must be returned to their proper places.
2. Students will never leave the cafeteria until directed by the cafeteria moderator. This applies to lunch periods and lounge periods.
3. At the end of lunch periods students will accept clean-up duties assigned to them by the cafeteria moderators. At the end of lounge periods all students will join the clean up as directed by the cafeteria moderators.
4. **Food and beverage are to be consumed only in the cafeteria.** Students eating or drinking in classrooms, hallways or any areas of the school other than the cafeteria will be subject to disciplinary action.
5. Textbooks, notebooks, and workbooks are not allowed in the cafeteria during the lunch periods. (4, 5, 6)

G. AUDITORIUM/BAND ROOM/LITTLE THEATRE

1. Students may use the auditorium, band room, and/or little theater **only under faculty or moderator supervision.**
2. Students may not enter the auditorium, band room, or little theater at any time, especially before and after school, without the explicit permission of the faculty supervisor or moderator concerned.

H. LOCKERS

1. Since the school provides a secure locker for each student's use, the school must presume that the student will take the necessary precautions to keep his/her locker and personal belongings protected and locked at all times.
2. Articles of value should be placed in the **bottom locker** since it provides greater security. **Cardinal Spellman High School is not responsible for replacing any missing/misplaced personal items.**
3. Only locks provided by the school may be used.
4. Students are permitted to go to their lockers at the beginning of the day, at lunchtime, and at the end of the day. **Students are not allowed to go to their locker during class.**
5. Lockers, as well as desks and other furniture are the property of Cardinal Spellman High School and are subject to inspection at any time.
7. Lockers will function properly with intelligent handling, and general upkeep and cleaning. At no time should lockers be kicked open or shut. Such action will be considered damage to school property and will merit disciplinary action.
8. Birthday decorations are permitted on lockers.

I. HALLWAYS/CORRIDORS/STAIRWELLS

1. While moving through the halls/corridors or on the stairs, students should stay to the right.
2. During the lunch periods there are classes in session. Therefore, quiet and order must be observed.
3. Running, pushing, and other disorderly conduct endangers the safety of others and is never permitted.
4. When going to or coming from an assembly (in the auditorium, gymnasium, or cafeteria) classes, accompanied by a moderator, will move as units walking quickly and quietly.

J. ELEVATORS

1. Elevators are reserved for faculty use.
2. In the cases of illness or accident, a student may use the elevator after reporting to nurse and obtaining an Elevator Pass from one of the Deans of Students.

K. LOST AND FOUND

1. This is located in the outer vestibule of the Nurse's Office.

VI. TRANSPORTATION

New York City ordinances as well as school regulations regulate behavior on public means of transportation.

A. METRO CARDS

1. Semester metro cards are distributed in September and then again in January.
2. Lost metro cards should be reported to the Transportation Office.

VII. NEW YORK STATE TEXTBOOKS

- A. Textbooks loaned to students under the New York State Textbook Law should be kept covered and in good condition.
- B. Damage to or loss of any such book will incur a fee, which must be paid by the student.
- C. The name of each student and the date of issue should be entered on the form provided inside the front cover of the text.
- D. Any state textbook that is found should be returned to the State Book Room (Room 322A) or the Nurse's Office.

VIII. IDENTIFICATION CARDS

- A. School issued identification cards must be worn in school at all times. Those students who do not have an ID card on his/her person may be subject to disciplinary action.
- B. **School ID's must be presented to any school personnel (staff, faculty, and administration) upon request and without hesitation or argument.**
- C. School ID's may not be defaced by any means.
- D. Lost or damaged ID cards must be reported immediately to the Office of the Deans of Students. Replacement cost: \$5.

IX. FIRE DRILLS

- A. Students are to obey the fire drill signal immediately.
- B. Silence and order will be observed during the entire drill.
- C. Books will be left in classrooms. Classroom doors will be closed when the last pupil has left the room.
- D. Classes will proceed by double lines down the sides of corridors and stairways. Lines should move quickly. All doors should be used (first students keeping the doors open). Under no circumstances should anyone use the elevators during a fire drill.
- E. The entire building must be vacated during a drill.
- F. Classes exiting toward the rear of the building on Baychester Avenue will proceed up Baychester Avenue to the middle of the football field.
- G. Classes exiting toward the front of the building on Baychester Avenue will proceed across Cardinal Spellman Place (Needham Avenue).
- H. Students in the cafeteria should exit through the Bronze Doors.
- I. Classes exiting on 229th Street will move away from the school building and line up on 229th Street.

X. VISITORS

- A. **At no time will a student open any exit door to admit an individual or group.**
- B. All visitors must enter the school by the main entrance and receive visitor passes from the Deans.
- C. Unauthorized outsiders are subject to legal action. Spellman students who do not report unauthorized outsiders to the Deans or who are seen in company with unauthorized outsiders are subject to disciplinary action.

XI. STUDENT GOVERNMENT

The Student Government of Cardinal Spellman High School consists of:

- A. Executive Committee – President, Vice President, Treasurer, Secretary, Parliamentarian, and Chief Justice of Student Government. The Executive Committee provides leadership within Student Government and, under the direction of a faculty moderator, prepares the agenda for the student Senate.
- B. The Student Senate – Elected representatives from each year level (Freshmen are elected in November). The Student Senate meets on a bi-weekly basis and is presided over by the Vice-President of Student Government.
- C. The Student Court – The court meets regularly throughout the school year and is presided over by student-elected judges. The court hears cases brought to it by the Student Senators and is empowered to discipline students for rule violations.

PRAYERS

Our Father

Our Father, who art in Heaven

Hallowed be thy name;

Thy Kingdom come;

Thy will be done on earth as it is in heaven

Give us this day our daily bread, and forgive us our

Trespases as we forgive those

Who trespass against us and lead us not into temptation, but

Deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee.

Blessed are thou among women and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God

Pray for us sinners now and at the hour of our death. Amen

Apostle's Creed

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried.

He descended into hell; the third day he arose again from the dead.

He ascended into heaven; sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession, was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee I come, before thee I stand, sinful and sorrowful, O Mother of the Word Incarnate, despise not my petitions but in thy mercy hear and answer me. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now and ever shall be, world without end. Amen.

Mealtime

*Father, we ask you to bless this food.
May it be a source of spiritual and physical nourishment for us.
Bless those men and women who have labored to provide it for our table.
Bless us who are gathered here in your Name.
We ask this in the Name of Jesus and Your most Holy Spirit. Amen.*

Prayer of St. Francis

*Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy.
O Divine Master, grant that I may seek not so much to be consoled as to console;
To be understood as to understand; to be loved as to love;
For it is in giving that we receive; it is in pardoning that we are pardoned; and
It is in dying that we are born to eternal life. Amen.*

FINAL NOTE:

The Principal of Cardinal Spellman High School is ultimately responsible for all aspects of school life. He/she is the final recourse and may waive any rule for just cause at his discretion. The Principal may amend this handbook for just cause and will so notify the parent(s)/guardian(s) and students.

CALENDAR YEARS

2011

January	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2012

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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September	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2013

January	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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September	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

My child has purchased a copy of the Cardinal Spellman Handbook/Planner for the 2011-2012 academic school year.

- ✓ I understand that Cardinal Spellman High School is not responsible for replacing any missing/ misplaced personal items.
- ✓ I understand that the handbook contains information that my child and I may need during this school year.
- ✓ I understand that my child's picture may be used on the Cardinal Spellman website (www.cardinalspellman.org). However, there will be no personal information about my child posted on the website.
- ✓ I understand that if my son/daughter plays on any inter-scholastic team, he/she may appear on cable television broadcasts.
- ✓ I understand that the planner contains a calendar of events that my child or I may need to refer to during the school year.
- ✓ I understand that in order to contact my child in an emergency during the day, I must do so by contacting the Scholastic Office. **Students are not permitted use cell phones from 8:25AM until dismissal. Cell phones must be off (not on vibrate) during the school day.**
- ✓ I further understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook/planner.

The school policies as they are set forth in the Cardinal Spellman High School Student Handbook are part of the contract that exists between the school and the parents/students.

Name of Student _____
(Print your full name above)

Signature of Student _____

Date _____ Homeroom _____

Signature of Parent/Guardian _____

Phone Number(s) of Parent/Guardian _____

Please note that this page must be completed and signed by both student and parent by no later than Monday, September 26, 2011. This signed page must remain in the student's planner through out the course of the school year. Any violation of this policy may result in disciplinary action.



CARDINAL SPELLMAN HIGH SCHOOL

SCHOOL CALENDAR 2011/2012

8/30	Tuesday	New Teacher Orientation	Conference Room 121	9:00 a.m. – 1:00 p.m.
<u>SEPTEMBER</u>				
1	Thursday	ADNY 2011 Summer Seminar Prof. Development	Cathedral HS E. 56 St., NYC	8:00 a.m. – 2:30 p.m.
5	Monday	Labor Day	School Closed	
6	Tuesday	Faculty Meeting All Day		8:30 a.m. – 2:40 p.m.
7	Wednesday	Student Orientation/Freshmen		8:30 a.m. – 12:40 p.m.
8	Thursday	Student Orientation/Freshman Run-Thru Schedule		8:30 a.m. – 2:40 p.m.
9	Friday	Student Orientation/Sophomores		8:30 a.m. – 10:00 a.m.
		Student Orientation/Juniors		10:00 a.m. – 11:30 a.m.
		Student Orientation/Seniors		12:30 p.m. – 2:00 p.m.
12	Monday	First Day of Classes		*8:30 a.m. – 2:40 p.m.
14	Wednesday	Freshmen & Sophomore Parents' Information Night	Auditorium	7:00 p.m.
15	Thursday	Junior I.D.'s & new student I.D.'s		
16	Friday	Mass of the Holy Spirit - Mass Schedule	Gymnasium	9:00 a.m.
		Installation of Student Government Officers		
18	Sunday	Freshmen Parents' Barbecue	Parking Lot	1:00 p.m.
21	Wednesday	Senior & Junior Parents' Information Night	Auditorium	7:00 p.m.
22	Thursday	Student Activities Fair	Cafe/Senior Courtyard	3:00 p.m.
23	Friday	Pep Rally	Gymnasium	1:30 p.m.
26-30	Mon. - Fri.	Senior Portraits		8:30 a.m. – 2:00 p.m.
27	Tuesday	<u>NO AFTER SCHOOL ACTIVITIES</u> - H. S. Information Night - Gym		6:00 p.m. – 8:30 p.m.
30	Friday	Open Gym Night /Café Spellman		7:00 p.m. – 10:00 p.m.
<u>OCTOBER</u>				
1	Saturday	Alumni Football Game & Homecoming		11:00 a.m. – 3:00 p.m.
4	Tuesday	Academic Honors Night	Auditorium	7:00 p.m.
5-7	Wednesday	Faculty Meeting - Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
5-7	Wed.-Fri.	Emmaus Retreat /Junior Girls	Blair Lodge	
7	Friday	<u>NO AFTER SCHOOL ACTIVITIES</u>		
		Class of 1971 40 th Year Reunion	Auditorium/Gymnasium	7:00 p.m. – 11:00 p.m.
9	Sunday	Class of 1971 40 th Year Reunion - Brunch	Cafeteria	11:00 a.m.
		Columbus Day Parade	Morris Park - Bronx, NY	12:00 p.m.
10	Monday	Columbus Day	School Closed	
12	Wednesday	PSAT Testing Day/Sophomores & Juniors		8:30 a.m. – 2:30 p.m.
		Freshmen Field Day		
15	Saturday	S.O.S.S. Brunch	New York Athletic Club, NY	11:00 a.m. – 2:00 p.m.
17-19	Mon.-Wed.	9 th , 10 th & 11 th grade students Homeroom pictures		
20	Thursday	College Fair	Gymnasium	6:30 p.m. – 9:30 p.m.
21	Friday	Pro-Life Assembly	Auditorium	
		Masquerade Dance	Cafeteria	7:00 p.m.
22	Saturday	Catechetical Forum		
28	Friday	Faculty Portraits	Auditorium	
28 & 29	Friday & Saturday	<u>NO STUDENT ACTIVITIES</u>		
30	Sunday	Open House		11:30 a.m. – 3:00 p.m.
31	Monday	ADNY Bronx Schools Professional Development Day	No Classes	8:00 a.m. – 4:00 p.m.
<u>NOVEMBER</u>				
1	Tuesday	All Saints Day - Mass Schedule		9:00 a.m.
		Senior Retreat Day		
2	Wednesday	Faculty Meeting – Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
3	Thursday	1 st Marking Period Ends		
4	Friday	Open Gym Night /Café Spellman		7:00 p.m. – 10:00 p.m.
6	Sunday	Annual Alumni Memorial Mass & Brunch	Student Chapel/Cafeteria	11:00 a.m.
10	Thursday	Senior Make-up Portraits		
11	Friday	Veterans Day	School Closed	
12	Saturday	State Volleyball Championships	Gymnasium	8:00 a.m. – 5:00 p.m.
		Class of 1966 45 th Reunion	Cafeteria	7:00 p.m. – 12:00 a.m.
16-18	Wed. – Fri.	Emmaus Retreat /Senior Girls	Blair Lodge	
22	Tuesday	Parent-Teacher Conferences		2:00 – 5:00 p.m. & 6:00-9:00 p.m.
23-25	Wed. – Fri.	Thanksgiving Recess	School Closed	
26	Saturday	Class of 2001 10 th Reunion	Cafeteria	7:00 p.m. – 12:00 a.m.
28	Monday	Classes resume		
		Club and Activity pictures for yearbook		
30 – 12/2	Wed. – Fri.	Emmaus Retreat /Junior Boys	Blair Lodge	
<u>DECEMBER</u>				
*4	Sunday	Cheerleading Competition	TIBA	
7	Wednesday	Faculty Meeting - Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
8	Thursday	Feast of the Immaculate Conception - Mass Schedule		9:00 a.m.
		Junior Retreat Day		
9	Friday	Open Gym Night /Café Spellman		7:00 p.m. – 10:00 p.m.
13	Tuesday	Christmas Concert	Auditorium	7:00 p.m.
16	Friday	Faculty Christmas Party	TIBA	6:00 p.m.
21	Wednesday	Senior Mass and Breakfast	Auditorium/Cafeteria	9:00 a.m.
		Christmas recess begins at Regular Dismissal		

CARDINAL SPELLMAN HIGH SCHOOL

SCHOOL CALENDAR 2011/2012

JANUARY

3	Tuesday	Classes resume		
11	Wednesday	Faculty Meeting – Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
16	Monday	Martin Luther King, Jr. Day	School Closed	
17	Tuesday	Last Day of Classes - 2 nd Marking Period Ends		
18-27	Wed. - Fri.	Semester Exams		
21	Saturday	Scholarship Test - <i>Class of 2016</i>		8:30 a.m. – 12:00 p.m.
23	Monday	NO EXAMS - Right to Life Day - March for Life (Washington D.C.)		
25	Wednesday	NO AFTER SCHOOL ACTIVITIES - Information Night for <i>Class of 2016</i>	Auditorium	7:00 p.m.
30	Monday	Beginning of 2 nd Semester		

FEBRUARY

1	Wednesday	Faculty Meeting – Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
8-10	Wed. - Fri.	Emmaus Retreat /Senior Boys	Blair Lodge	
10	Friday	Sweetheart Dance	Cafeteria	7:00 p.m.
17	Friday	Mid -Winter Recess begins at Regular Dismissal		
22	Wednesday	Ash Wednesday		
27	Monday	Classes resume		

MARCH

2	Friday	TENTATIVE – Senior 100 Nights Dinner	Cafeteria	6:00 p.m. - 10:00 p.m.
7	Wednesday	NO AFTER SCHOOL ACTIVITIES - Registration of <i>Class of 2016</i>	Cafeteria	4:00 p.m. - 7:00 p.m.
7-9	Wed. – Fri.	Emmaus Retreat /Junior Boys	Blair Lodge	
9	Friday	CHSAA Basketball Championships - Girls	Gym	5:00 p.m. - 9:00 p.m.
11	Sunday	St. Patrick's Parade/Throggs Neck		12:00 p.m.
16	Friday	School Play	Auditorium	8:00 p.m.
17	Saturday	St. Patrick's Day		
18	Sunday	School Play	Auditorium	8:00 p.m.
22	Thursday	International Culture Day Show/Food Festival	Auditorium /Cafeteria	3:00 p.m.
23	Friday	NO AFTER SCHOOL ACTIVITIES		
24	Saturday	7 th Annual Divine Mercy Conference	Auditorium /Cafeteria	9:00 a.m. – 5:30 p.m.
28	Wednesday	3 rd Marking Period Ends		
29	Thursday	National Honor Society Induction	Little Theater	7:00 p.m.
31	Saturday	African-American Show	Auditorium	3:00 p.m.
		Placement Test - <i>Class of 2016</i>		8:30 a.m. - 12:00 p.m.

APRIL

4	Wednesday	Sophomore Retreat Day		
		Easter Recess begins at Regular Dismissal		
16	Monday	Classes resume		
18-20	Wed. – Fri.	Emmaus Retreat /Junior Girls	Blair Lodge	
24	Tuesday	Activity and Club Award Ceremony	Auditorium	3:00 p.m.
26	Thursday	Fine Arts Showcase	Little Theater	3:00-4:00 p.m. & 6:00 p.m.-7:00 p.m.
27	Friday	Open Gym Night /Café Spellman		7:00 p.m. – 10:00 p.m.

MAY

2	Wednesday	Teacher Appreciation Day		
		Faculty Meeting – Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
3	Thursday	Talent Show	Auditorium	3:00 p.m.
7-15	Mon. - Tues.	AP Exams		
12	Saturday	Block “S” Awards Dinner	Gymnasium	7:00 p.m.
17	Thursday	Ascension Thursday - Mass Schedule		9:00 a.m.
		Freshman Retreat Day		
18	Friday	Last day of classes for Seniors		
		Gospel Fest 2012	Auditorium	7:00 p.m.
21-23	Mon. - Wed.	Senior Exams		
24	Thursday	Junior Ring Day	Auditorium	9:00 a.m.
		Senior Prom	VIP Country Club	7:00 p.m.
25 & 28	Fri. – Mon.	Memorial Day Holidays	School Closed	
29 - 31	Tues. - Thurs.	Graduation Rehearsal	Auditorium	TBA

JUNE

1	Friday	Senior Mass, Convocation & Breakfast	Auditorium /Cafeteria	9:0 a.m.
		<i>No Classes for 9th, 10th & 11th grade students</i>		
2	Saturday	Graduation Ceremony	Lehman College Center	10:00 a.m.
6	Wednesday	Faculty Meeting – Dismissal at 1:50 p.m.	Cafeteria/Little Theater	
8	Friday	Last day of classes for 9 th , 10 th & 11 th grade students		
		<i>4th Marking Period Ends</i>		
11-21	Mon. – Thurs.	Final Exams & New York State Regents Exams		
22	Friday	Checklist Day		
*25	Monday	Senior Day - Report Cards	Auditorium	9:00 a.m.
*26	Tuesday	9 th , 10 th & 11 th grade students - Report Cards	Auditorium	9:00 a.m.