# TABLE OF CONTENTS

*Introduction* .......................................................... 3  
*Letter From the President and Principal* ...................... 3  
*School Officials* ..................................................................... 3  
*Mission Statement* ................................................................ 3  
*History of the School* ....................................................... 4  

## Academic Policies.............................................................. 4  
I. Report Cards, Grades, and Honors .................................. 4  
II. Examinations .............................................................. 5  
III. Testing Schedule .......................................................... 5  
IV. Make-Ups ................................................................. 6  
V. Plagiarism ....................................................................... 6  
VI. Academic Probation ..................................................... 6  
VII. Academic Eligibility for Participation in School Activities and Athletics .............................................. 6  
VIII. Promotion, Summer School, and Withdrawal .................. 7  
IX. Graduation Requirements ............................................ 7  
X. Student Chapel ............................................................. 8  
XI. Guidance Department .................................................. 8  
XII. Christian Service ....................................................... 8  
XIII. Library ....................................................................... 9  
XIV. The National Honor Society ........................................ 9  

## Financial Statement .......................................................... 10  
I. Tuition .......................................................................... 10  
II. Other Fees .................................................................... 10  

## Student Life and Conduct .................................................. 10  
I. Class Schedule ............................................................ 10  
II. Attendance Policies ..................................................... 12  
III. School Uniform and Appearance .................................... 14  
IV. Student Expectations in Use of the Internet ....................... 16  

## Internet Safety Policy For Cardinal Spellman High School .................................................. 18  
*Introduction* ..................................................................... 18  
*Definitions* ..................................................................... 18  
Access to Inappropriate Material .......................................... 18  
Inappropriate Network Usage .............................................. 18  
Education, Supervision and Monitoring .................................. 18  
V. Disciplinary Structure ................................................... 18  
VI. School Offices and Facilities .......................................... 20  
VII. Transportation .......................................................... 22  
VIII. New York State Textbooks .......................................... 22  
IX. Identification Cards ..................................................... 23  
X. Fire Drills ...................................................................... 23  
XI. Visitors ........................................................................ 23  
XII. Student Government ................................................... 23  

## Prayers ........................................................................ 24  

## Final Note ..................................................................... 27  

*Acknowledgement of Handbook Student/Parent Signature Form* ................................................. 27
Dear Parents and Guardians,

We are pleased to present this copy of our 2019-2020 Handbook and Planner for your careful consideration and acceptance. It has been prepared for both you and your child. In addition to its use as a 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 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. If individuals choose to deviate from these rules, there will be consequences.

Since September 1st 2009, Cardinal Spellman has been a separately chartered, financially independent Catholic High School within the Archdiocese of New York. Responsibility for the governance of the school now rests with a Board of Members, consisting of the Archbishop, the Vicar General and the Chancellor of the Archdiocese, and a Board of Trustees which is responsible for the operation of the School.

You as parents 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 within 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, we are

Sincerely yours in Christ,

Mr. Daniel O’Keefe
President and Principal

SCHOOL OFFICIALS

Mr. Daniel O’Keefe .......................................................... President and Principal
Mr. John McGrath .......................................................Senior Vice President, Advancement
Mrs. Elizabeth Healy .......................................................... Vice President, Finance
Ms. Maria Piri ............................................................. Assistant Principal, Guidance
Mr. Collin Smith ............................................................. Assistant Principal, Student Affairs
Mr. Kyle O’Donnell ........................................................ Assistant Principal, Academics
Ms. Jeri Faulkner ...................................................................... Dean of Students
Mr. Gabriel Guerrero ............................................................. Dean of Students
Ms. Anne-Marie Norberto .......................................................... Assistant Director of Guidance
Mrs. Deidre Gibbons .......................................................... Director of Admissions
Rev. Peter Pilsner .......................................................... Director of Spiritual Activities
Ms. Jane Morris .......................................................... Director of Athletics/Girls
Mr. Fred Opper .......................................................... Director of Athletics/Boys
Ms. Karen Valenti .......................................................... Director of Student Activities
Ms. Mila Bello ........................................................... Director of Christian Service
Mrs. Delia Rivera .......................................................... Senior Director of Alumni Relations & Annual Fund
Ms. Robbin Harrison .......................................................... Director of Technology

MISSION STATEMENT

Cardinal Spellman High School is the premier, independent, co-educational, college preparatory, Catholic high school in the New York Metropolitan area. Our mission is to promote a culture of aspiration that encourages superior academic performance, leadership, and service. We strive to make our program available to all qualified students. We emphasize personal development and we foster a commitment to others that empowers our diverse student population to become leaders who make a difference in our community, nation, and world.
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, 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 administered 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 all full year courses, the YTD (year to date) GPA is calculated by averaging Semester 1 and Semester 2.

C. The passing grade is 70%. (Even though the passing grade is 70%, our expectation for a Spellman student is much higher).

D. In the case of certain courses, the grade given for a semester or the year is weighted in determining a student’s overall GPA.
   • Advanced Placement (AP)/College Credit courses: 1.04 credits.
   • Honors courses: 1.02 credits.
   • Regents level courses: 1 credit.

E. Honors are awarded as follows:
   1. Principal’s honors are awarded to students with a GPA of 95% or better. First honors are awarded to students with a GPA between 90% and 94.9%. Second honors are awarded to students with a GPA between 85.0% and 89.9%.
   2. Students with failures are not eligible for honors.
   3. At the Honors Night ceremony held in the fall, honors pins are awarded on the basis of the student’s overall GPA for the previous year.
   4. The Diamond “S” Award is presented to those students who have met ALL the following criteria:
      1. The student has passed all Regent/Common Core/State exams.
      2. The student has also attained a 90% final GPA in each of their first three years at Cardinal Spellman High School.
      3. Over the course of sophomore and junior year, the student must successfully complete at least 1 AP and 6 honors classes and achieved a minimum score of 85% in each.

The Diamond “S” Award is presented at the Honors Night Ceremony held in the Fall of the student's senior year.
II. EXAMINATIONS

A. Unless granted an exemption by a teacher in accordance with the school's exemption policy (listed below) or no such examination is given, a student must take an examination for each course in both January and June.
- Student must achieve 90% or better in each marking period
- No failures on tests or quizzes
- No missing homework assignments

Please note: Teachers are not required to offer exemption opportunities to their students. Exemptions are permitted only in Senior Level courses and may apply to underclassmen who take these courses as well.

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 must be reported by telephone by the parents/guardians. Only serious illness documented by a note (signed and dated by the doctor) stating that the student visited the doctor on the day of the exam, 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 zero (0%) in January and 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 or is in possession of a cell phone or any electronic device) 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 – Theology, Social Studies
Day 2 – Theology, English, Math
Day 3 – Social Studies, Foreign Language
Day 4 – English, Math
Day 5 – Theology, Social Studies, Foreign Language
Day 6 – Theology, Math
Day 7 – English, Math, Foreign Language
Day 8 – English, Social Studies, Foreign Language

For courses in which all or most of the students are Sophomores:
Day 1 – Theology, English, Foreign Language
Day 2 – Theology, Social Studies, Math
Day 3 – English, Foreign Language
Day 4 – Social Studies, Math
Day 5 – Theology, English, Foreign Language
Day 6 – Theology, Social Studies, Math
Day 7 – English, Foreign Language
Day 8 – Social Studies, Math

For courses in which all or most of the students are Juniors:
Day 1 – English, Math, Foreign Language
Day 2 – Social Studies, Foreign Language
Day 3 – Theology, English, Math
Day 4 – Theology, Foreign Language
Day 5 – Social Studies, Math
Day 6 – English, Social Studies, Foreign Language
Day 7 – Theology, English
Day 8 – Theology, Social Studies, Math
Please Note:
• Days have not been assigned for any Science, Fine Arts, and Health courses because the schedules for these courses vary.
• Quizzes (i.e., exercises that are planned to take and/or 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.

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 electronic devices or any 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 and/or 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. Grades will not be reviewed by the Assistant Principal until the end of that marking period to determine eligibility for reinstatement.

VIII. PROMOTION, SUMMER SCHOOL, AND WITHDRAWAL

A. A full year course is passed if the GPA for the two semesters (four marking periods) is 70% or more.

B. Each student must complete at least 10 hours of service by May 1st of that school year.

C. A student who passes (with a 70 and higher) all the courses taken during a given year is promoted to the next grade.

D. A student who fails a course(s) during a given year must take the same course(s) on the same level(s) and the appropriate final examination(s) in summer school.

E. A student who does not do the above or who fails the course(s) in summer school may be subject to dismissal from Cardinal Spellman High School.

F. A 9th or 10th grade student who fails three or more courses with a score of 64 and lower during a given year is subject to dismissal from Cardinal Spellman High School. If a student fails three classes at the end of 11th grade with a score of 64 or lower, and there are extenuating circumstances, the student may be permitted to remediate those failures during the summer and return to Cardinal Spellman for Senior year.

G. Any student who fails three or more classes with a score between 65-69 will require remediation but it will not affect dismissal from Cardinal Spellman High School.

IX. GRADUATION REQUIREMENTS

1. For Cardinal Spellman High School Students

   • Theology 4 years
   • English 4 years
   • Social Studies 4 years
   • Physical Education 4 years
   • Mathematics 3 years
   • Science 3 years
   • Foreign Language 3 years*
   • Fine Arts 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 Regents.

   • English 4 units
   • Social Studies 4 units
   • Mathematics 3 units
   • Science 3 units
   • Physical Education 2 units
   • Foreign Language 1 unit*
   • Fine Arts 1 unit
   • Health ½ unit
   • Plus Electives

* All Cardinal Spellman students are expected to achieve a 3rd year of Foreign Language proficiency.
3. For an Advanced New York State Regents Diploma

In addition to the core Regents requirements, students must also pass the Geometry Regents, Algebra 2 & Trig 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
- Fine Arts 1 unit
- Health ½ unit
- Plus Electives

*All Cardinal Spellman students are expected to achieve a 3rd year of Foreign Language proficiency. A total of three credits in Foreign Language is required to earn an Advanced Regents Diploma. It should be noted that New York State’s general Regents graduation requirement in a language other than English (one year) is lower than many college or university minimum entrance requirements.

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. Theology classes use the chapel at various times throughout the year.
C. The chapel is available for quiet contemplation, solace and prayer.

XI. GUIDANCE DEPARTMENT

A. The Guidance Department consists of an Assistant Principal, Assistant Director of Guidance, 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. Students are responsible for keeping ALL appointments with their counselor. 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 or emailing them directly.
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. A doctor’s note stating you are “PHYSICALLY FIT TO WORK.”

XII. CHRISTIAN SERVICE

The Christian Service Program is an essential part of the Cardinal Spellman High School mission “to promote a culture of aspiration that encourages superior academic performance, leadership and service.”

A. Every student is responsible for a minimum of ten (10) volunteer service hours each year. Successful completion of service hours each year is required for graduation. Service may be offered to schools, houses of worship and non-profit organizations, after school, weekends and days off.
B. Service is an activity that is supervised by an adult, non-relative (over 25) of impeccable character.
C. In the event of special opportunities, prior approval must be obtained from the Director of Christian Service.
D. Students must carry their Service Form with them to the service site and document time, hours and the service they performed. The student needs the adult supervisor’s signature and contact information, and their parent/guardian’s signature.

E. Hours can be completed during the summer prior to the next Academic Year. Failure to complete one’s service hours by May 1st, will result in the student’s Report Card being graded “Fail.” The student will then have to complete a total of fifteen hours by August 15th. In the event that all requirements have not been met the student may be dismissed from Cardinal Spellman High School.

XIII. LIBRARY

A. The Library is open daily from 8:00 AM to 4:00 PM; computers and copiers will be turned off 15 minutes before closing. The librarian and support staff are available to help students during library hours.

B. The Library contains over 16,000 volumes and currently subscribes to over ninety magazines and newspapers. A web-based catalog provides access to a circulating collection of fiction and nonfiction materials, and a large reference collection from school and home. The Library also has a growing collection of e-books and online subscription databases. Passwords for databases are available in the library.

C. The Library is a place for quiet study, to do homework, read magazines and/or independent research. Students are expected 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. The fine for overdue books is 10¢ per school day.
   6. Students must pay replacement cost 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 cost 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 the Student Life and Conduct section of this handbook).

XIV. 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. All candidates must complete their graduation service requirements by the end of the first semester (January) of their Junior year.

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 five 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% GPA and sign a contract to serve a minimum of 90 minutes 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 ($800) 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, initial student planner, the school newspaper, initial identification card, library access, student lockers/locks, lab materials, technology (including use of the Chromebook) and Tuition Remission Fundraiser (every month the name of a student who is up to date with tuition and fees is drawn from each grade to win a free month's tuition).

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. Only students who attend Period 0 may be in that designated classroom prior to 7:55 am. Students who register for Period 0 are expected to be in their class by 7:30 am each morning. All school policies, i.e. attendance, lateness, grades, summer school apply to these courses. Students may not drop the Period 0 course once they are enrolled.
C. Mass is celebrated daily in the Student Chapel at 7:55. Students attending the 7:55 A.M. Mass are only allowed in the hallway leading to the Chapel before 7:55. Students are to maintain quiet in the Chapel/Library corridor throughout the entire day.

D. 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.

E. Silence and order must prevail during prayer, the pledge, and all announcements.

F. Students are not permitted to leave homeroom at any time unless called over the announcements.

G. 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.

H. Passing time between classes is 3 minutes. At lunch, students have 5 minutes to get to the cafeteria.

I. Any student late for class, the library or any free period during the course of the day must obtain a LATE PASS from the Scholastic Office.

J. Seniors are expected to take a full academic schedule to be prepared for the rigor of college level work. Some senior schedules may result in dismissal time at 1:57. This is not guaranteed and cannot be changed in September as a result of any outside commitments.

K. 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**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 8:45</td>
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<td>Homeroom</td>
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<tr>
<td>8:48 - 9:29</td>
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<td>Period 1</td>
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<td>9:32 - 10:13</td>
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<td>10:16 - 10:57</td>
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<td>11:00 - 11:42</td>
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<td>11:45 - 12:27</td>
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<td>Period 5 Lunch</td>
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<td>12:30 - 1:12</td>
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<td>Period 6 Lunch</td>
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<td>1:15 - 1:59</td>
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<td>Period 7</td>
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<td>2:02 - 2:43</td>
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<td>Period 8</td>
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<td>Dismissal</td>
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**SCHEDULE #2 – MORNING ASSEMBLY**

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<td>Homeroom</td>
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<td>Period 1</td>
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<td>9:36 - 10:16</td>
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<td>11:02 - 11:43</td>
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<td>Period 4 Lunch</td>
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<td>11:46 - 12:27</td>
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<td>Period 5 Lunch</td>
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<tr>
<td>12:30 - 1:11</td>
<td></td>
<td>Period 6 Lunch</td>
</tr>
<tr>
<td>1:14 - 1:57</td>
<td></td>
<td>Period 7</td>
</tr>
<tr>
<td>2:00 - 2:40</td>
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<td>Period 8</td>
</tr>
<tr>
<td>2:40</td>
<td></td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
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.
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 who 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 students who have 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. Late detention will be served on Friday afternoons (unless changed by the Deans). 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/guardians, 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. Absences of this nature will be dealt with on a case by case basis by the Assistant Principal and/or the Deans.

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 all year levels. 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 8:00 AM and 8:20 AM. Those students must then sign out with the Deans at the assigned departure time.
D. FIELD TRIPS:
1. Students attending school-authorized field trips, both during school hours and outside of school hours, must obtain a Parental Request form which must be signed by a parent/guardian, the student and a Dean. This form is to remain with the moderator for the duration of the field trip.

2. Students are to wear the complete school uniform on field trips unless special permission is obtained from the Dean of Student(s).

3. 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.cardinalsSpellman.org), News 12 - The Bronx 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 Flynn and O'Hara uniform navy blue or khaki or dress pants (jeans or jean-like pants are not allowed). All uniform 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, top button in place and ties brought all the way up and neat 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 or sandals/slippers are not permitted.
   e. All clothing should fit and be worn properly. Oversized or tight articles of clothing are not acceptable forms of attire.
   f. Hats may be worn only en route to or from school. All headgear must be removed before entering the building.
   g. Extremes in haircuts, hairstyles, or hair color are not permitted for all students. Hair should be neatly groomed, of moderate length and should not cover the ears, eyebrows, or collar. Sideburns should not extend beyond the middle of the ear.
   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, including when representing Cardinal Spellman during any school event.

2. SUMMER/SPRING REGULATIONS
   a. These regulations are in effect from the first day of school in September until (on or about) October 15th and then again (on or about) April 15th until the last day of school in June. (Announcements will be made)
b. Freshman and Sophomore boys may wear the Flynn and O’Hara 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. Junior and Senior boys may wear the Flynn and O’Hara red uniform polo OR the Under Armour uniform polo in red or grey in place of the white dress shirt. It is worn tucked completely in so that the belt is visible.

d. Boots and sneakers may NOT be worn.

3. FALL/WINTER REGULATIONS
a. These regulations are in effect from (on or about) October 15th until (on or about) April 15th.

b. All boys must wear the white dress shirt with a tie.

c. Senior boys must wear the white varsity uniform sweater. Occasionally the red uniform sweater vest or pullover may be worn instead of the white sweater.

d. Junior boys must wear the red uniform pullover or vest.

e. Sophomore and Freshmen boys are required to wear the navy uniform vest or cardigan sweater.

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 Flynn and O’Hara navy uniform skirt or pants. The length of the skirt is to be no more than 1” above the knee in front and back. Skirts may not be rolled. Pants are to be clean, pressed and fit properly.

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. The following shoes may NOT be worn: backless or toeless shoes, boots, clogs, platform shoes or shoes with ankle straps, slippers, sandals or sneakers.

f. All clothing should fit and be worn properly. Oversized, tight fitting and/or revealing articles of clothing are not acceptable forms of attire.

g. Extremes in haircuts, hairstyles, or hair color are not permitted for all students. Excessive make-up is inappropriate. Any/all headwear may be worn en route 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, including when representing Cardinal Spellman during any school event.

2. SUMMER/SPRING REGULATIONS
a. These regulations are in effect from the first day of school in September until (on or about) October 15th and then again (on or about) April 15th until the last day of school in June. (Announcements will be made)

b. Freshman and Sophomore girls may wear the Flynn and O’Hara uniform polo in white or navy blue in place of the white uniform blouse. It is worn tucked completely into the skirt or pants.

c. Junior and Senior girls may wear the Flynn and O’Hara red uniform polo OR the Under Armour uniform polo in red or grey in place of the white uniform blouse. It is worn tucked completely into the (light blue or navy) skirt or pants.

d. Junior and Senior girls may wear the light blue uniform skirt with white knee socks or stockings.
3. FALL/WINTER REGULATIONS
   a. These regulations are in effect from (on or about) October 15th until (on or about) April 15th.
   b. All girls must wear the white uniform blouse.
   c. Senior girls must wear the white varsity uniform sweater. Occasionally the red uniform sweater vest or pullover may be worn with or instead of the white sweater.
   d. Junior girls must wear the red uniform vest or pullover.
   e. Freshman and Sophomore girls are to wear the navy uniform pullover or sweater.
   f. Girls may wear boots with their uniform pants.

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. Jeans are never permitted and non-uniform pants must be replaced 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” online.
• Only authorized (“shareware”) can be downloaded.
• Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
• Do not use the Network/Internet for illegal activities.
• 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, and/or printer cartridges 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 near any computer.
• 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, email, text messages, camera-phones, cameras, 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.
INTERNET SAFETY POLICY
FOR CARDINAL SPELLMAN HIGH SCHOOL

INTRODUCTION
It is the policy of Cardinal Spellman High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

DEFINITIONS
Key terms are as defined in the Children’s Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL
To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE
To the extent practical, steps shall be taken to promote the safety and security of users of Cardinal Spellman High School’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION AND MONITORING
It shall be the responsibility of all members of Cardinal Spellman High School’s staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of <Title> or designated representatives.
The Director of Technology or designated representatives will provide age appropriate training for students who use Cardinal Spellman High School’s Internet facilities. The training provided will be designed to promote Cardinal Spellman High School’s commitment to:

a. The standards and acceptable use of Internet services as set forth in Cardinal Spellman High School’s Internet Safety Policy;
b. Student safety with regard to:
   i. safety on the Internet;
   ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
   iii. cyberbullying awareness and response.
c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of Cardinal Spellman High School’s acceptable use policies.

V. DISCIPLINARY STRUCTURE
Student behavior is to be consistent with Catholic belief and practice, as has always been the expectation at Cardinal Spellman. We live and act from our identity as children of God, created in His image as male and female (Genesis 1), and destined to be with Him in an eternal union of love.
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/ID 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.
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, smart watches or other electronic devices during the school day. *All cell phones must be kept in your locker during the 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. Parents who need to contact their children for emergencies during school hours are to call the Scholastic Office at (718) 881-8000, not their child's cell phone. Students who need to contact their parents must get permission from the Deans, and use the phones in the scholastic office.

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/bullying behavior; abusive or obscene language or gestures towards any member of the school community; 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. Disorderly conduct: Engaging in fighting; violent or threatening/harassing/bullying behavior; abusive or obscene language or gestures towards any school personnel; reckless driving.
4. Possession and/or under the influence of an alcoholic beverage or illicit drugs on school grounds or while under school supervision.
5. Selling or giving any forms of alcohol or drugs to other students on school premises or in transit to or from school.
6. Possession and/or use of fireworks smoke or stink bombs, etc. while under school supervision.
7. Possession of weapons.
8. Damage to school property including graffiti in any form.
9. Repeated level two offenses.

**PENALTIES FOR LEVEL THREE OFFENSES**
1. Exclusion out of school
2. Parental conference
3. Expulsion

**VI. 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, during or after school) without the explicit permission of the athletic staff or administrators.
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 in any athletic area.

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 2:45 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. DINING HALL
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 Deans and cafeteria moderators. At the end of lounge periods all students will join the clean up as directed.
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. School bags 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 items protected and locked at all times.
   2. Articles of value should be placed (and locked) 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.
   6. 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.
   7. 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.

K. LOST AND FOUND
   1. This is located in the outer vestibule of the Nurse’s Office.

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

A. METROCARDS
   1. Semester metro cards are distributed in September and then again in January.
   2. Damaged or stolen metrocards should be reported to the Transportation Office.

VIII. 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.
IX. 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.

X. 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.

XI. 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 are seen in company with unauthorized outsiders are subject to disciplinary action.

XII. 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
Trespasses 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.
In Loving memory of Fr. F. Principe

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.*
My child has received a copy of the Cardinal Spellman Handbook/Planner for the academic school year.

- I understand that the handbook contains information that my child and I will need during this school year.

- I understand that when a student enrolls at Cardinal Spellman High School, a signed contractual 4 year relationship begins between the parent/guardian and the school stating that such parent/guardian assumes the responsibility of the timely payment of all tuition and fees. In addition I acknowledge the possibility of an increase and/or change to tuition and fees charged each year and that those amounts are as follows for the 18-19 school year: Tuition $8,800, General Fee $800, Senior Dues $300, Re-registration $50.

- I understand that Cardinal Spellman High School is not responsible for replacing any missing/misplaced personal items.

- I understand that my child's picture may be used by Cardinal Spellman for promotional purposes. No personal information about my child will be given out.

- I understand that if my son/daughter plays on any interscholastic team, he/she may appear in/on media broadcasts.

- I understand that my child's behavior and all spectator's (family and friends) behavior must be in line with the standards of behavior expected at Cardinal Spellman High School.

- I understand that the planner contains a calendar of events that my child or I will 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 to permitted carry or use cell phones from 8:25AM until dismissal. Cell phones must be off (not on vibrate) and placed in the bottom portion of their locked lockers 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, the students and their parents/guardians.

**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 amend any rule for just cause at his/her discretion. The Principal may amend this handbook for just cause and will so notify the parent(s)/guardian(s) and 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 read, completed and signed by both student and parent. This signed page must be torn out and returned to school by Friday, September 20, 2019.