



SAINT SAVIOUR HS STUDENT HANDBOOK

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Please be advised this handbook has been revised for the 2016-2017 school year. The administration at St. Saviour High School reserves the right to make changes as necessary to this handbook.

St. Saviour High School

A College Preparatory School for Young Women since 1917

St. Saviour High School, which was founded in 1917 in Park Slope, Brooklyn continues to educate young women by offering a college preparatory program. St. Saviour endeavors to educate the whole person in the tradition of the School Sisters of Notre Dame.

St. Saviour provides quality education in an atmosphere where Christian faith and freedom develop under the care of a competent faculty, both lay and religious, and each student is encouraged to develop her potential to its fullest.

St. Saviour High School Mission Statement

Saint Saviour High School is a Roman Catholic college preparatory school for young women. Rooted in the tradition of the School Sisters of Notre Dame, we challenge our students to achieve the fullest measure of their potential.

A Saint Saviour education prepares its students to be leaders. Through a rigorous academic program, we foster the intellectual development of our students; through religious studies and various service activities we guide our students in their spiritual development and strengthen their awareness of social and moral responsibilities.

Philosophy

Saint Saviour High School accepts students from a variety of ethnic backgrounds and religious affiliations, fostering a unity among the student body while appreciating the uniqueness of the individual.

Always, members of the faculty educate with the conviction that the growth and transformation of persons can positively impact the world which we live in.

As members of the St. Saviour Community, we believe that:

- a girl can develop into an empowered young woman to make changes in the world
- a Catholic Education develops the whole person – spiritually, intellectually, emotionally, socially, and physically
- a strong academic foundation allows one to reach her full potential
- the student-teacher relationship creates bonds that reach and enhance many aspects of the person
- diversity and acceptance of all people allows for growth in the community
- reaching out and helping others enhances the life of the giver
- our traditions make us strong and move us into the future
- the St. Saviour sisterhood lasts forever

Academic Policy

Graduation Requirements

To satisfy the requirements for the St. Saviour High School diploma, a minimum of twenty-six and ½ units must be earned.

RELIGION	4 years 4 credits
ENGLISH	4 years 4 credits
MATHEMATICS	3 years 3 credits
SOCIAL STUDIES	4 years 4 credits
SCIENCE	3 years 3 credits
LANGUAGES	5 years 5 credits
HEALTH	1 year ½ credit
ART	2 years 1 credit
MUSIC	2 years 1 credit
PHYSICAL ED.	4 years 2 credits
COMPUTER	1 year 1 credit

In addition to the St. Saviour diploma, a student may receive a Regents endorsement by fulfilling the requirements set forth by the New York State Board of Regents.

Students are required to take Regents examination in all major subjects

Academic Honor Code

The development of honest and strong character in its students is congruent with the mission of Saint Saviour High School. The administration, faculty, student government, and student body strive to exhibit the virtues of truth and honesty in both word and action. Students must therefore agree to abide by the following guidelines in order to uphold the academic integrity of our community. Upon registration, each student will sign a declaration affirming that she understands, and agrees to abide by, the terms of the honor code outlined below.

Honor Code Guidelines

All written work is to bear the following statement, signed by the student: "I pledge that I have neither cheated nor witnessed cheating on this assignment [test]."

Circumstances which may constitute violation of the honor code include, but are not necessarily limited to, the following.

- I. **Assignments:** Cheating on reports or projects, homework, or in class assignments includes:
 1. **Copying**, in full or in part, an assignment completed at any time by any other student.
 2. **Verbal transmission** of such information as may be obtained by the copying of a paper.
 3. **Submitting an assignment completed in full or in part by any other person as one's own work.**
 4. **Plagiarism, i.e.:** "The stealing and passing off of ideas and words as one's own, without crediting the source." Sources include, but are not limited to, books, periodicals (newspapers, magazines, etc.), the content of

Internet sites, and any other person's unpublished work (e.g. other students' papers). **Collaborative work** is permissible only if specifically authorized.

II. Examinations (Regents', mid-term, and final examinations; in class tests and quizzes): Cheating on examinations includes:

1. Knowledge, however gained (e.g. by seeing test or from a student who has taken the test) of specific content of examination questions prior to administration of the examination.
2. Having access during the test to any unauthorized notes (i.e. crib sheets; notations on desks or clothing, etc.; unauthorized programming of calculators).
3. Sharing information in any way with another student while the exam is being administered (i.e., verbal communication, in or out of the exam room; display of papers; sharing of calculators), and use of cell phones.

III. A student who observes or has information of the occurrence of any instance of behavior of the sort described above is obliged by the honor code to report this behavior. **Failure to report such behavior** to the Assistant Principal constitutes a violation of the honor code.

IV. A student found to have violated the honor code in any way will be subject to the following disciplinary proceedings.

1. For the first infraction:

- A grade of zero will be given automatically for the assignment or examination in question
- The incident will be reported to the Principal, Assistant Principal and the student's parent or guardian.
- The student will receive three days of detention.
- The student will be warned of the consequences of any subsequent violation of the honor code. Violations of the honor code cannot be expunged from a student's record, but carried over from year to year and course to course.

2. For the second infraction:

- A grade of zero will be given automatically for the assignment or examination in question
- The student will receive a failure for the course to which the assignment or exam applies.
- The incident will be reported to the Principal, Assistant Principal, and the student's parent or guardian.
- The student will receive in-school suspension
- The student will receive six days of detention.
- A letter detailing the consequences of any subsequent violation of the honor code will be sent to the student's parent or guardian.

3. For the third infraction:

- A grade of zero will be given automatically for the assignment or examination in question.
- The student will receive a failure for the course to which the assignment or exam applies.
- The incident will be reported to the Principal, Assistant Principal, and the student's parent or guardian.
- The student will receive in-school suspension.
- The student will remain on in-school suspension until her parent or guardian confers in person with the Principal and Assistant Principal to discuss the student's dismissal from Saint Saviour High School.

4. The Administration reserves the right to impose any penalty including immediate dismissal, without the issuance of warning, probation, suspension, etc., if a violation of the honor code is determined to warrant such action.

Extracurricular Activities/Clubs

Anime	Inner Glow
Art Club	Library Volunteers
Asian Culture Club	Skyline (school newspaper)
Campus Ministry	Speech/ Debate Team
Drama	Stage Crew
French	Student Council
Gaelic Society	Thabor (Yearbook)
Gospel Choir	Voices (literary magazine)
History Matters	

Sports

Varsity Tennis	JV Softball
Varsity Volleyball	JV Volleyball
Varsity Soccer	JV Basketball
Varsity Swim	Boosters
Varsity Track	Cheerleading
Varsity Basketball	
Varsity Softball	

Campus Ministry - St. Saviour High School is committed to the spiritual development of our students. In addition to required courses in religious studies, we offer liturgies, prayer experiences, retreats and service programs. A campus minister is available to students and faculty for pastoral counseling.

Student Council - The purpose of Student Council is to represent the student body both within and outside the school community, to promote better student/faculty and student/administration relations, and to foster the general welfare of the school. Membership on the Student Council is a distinct honor and it carries with it a serious responsibility to uphold the standards of the school and the duties of office.

Athletic Association - The Athletic Association coordinates all extracurricular competitive activities in the school. It provides a centralized system of communication among teams and athletic clubs. It enhances school spirit. In an effort to provide for team and club needs, the Association participates in a variety of fund-raising activities. Students who wish to participate on teams must:

- submit a completed athletic health form, signed and stamped by the examining physician.
- maintain passing grades in every subject, and
- have a good behavioral record.

Educational Tours - The teachers of SSHS chaperone a trip during either the Winter or Spring Break in conjunction with EF Educational Tours. All students being considered as candidates for these trips must meet

certain criteria. All tuition and money due to the school must be paid up-to-date at the time of enrollment of the trip. Students receiving Financial Aid are not eligible. Students must be in good standing with the rules and regulations of St. Saviour High School. Any major violation of school regulations prior to departures will result in the cancellation of the students' participation with the tour. No monies will be refunded. Prior to departure, parents will be asked to advise the chaperones of their daughter's medical history and to sign a Medical Release Form. Parents and students must sign a contract, set forth by Saint Saviour High School and EF Educational Tours, which terminates the tour if the student engages in disruptive behavior, violates any law or smokes, consumes or possesses drugs and/or alcohol during the trip, or engages in any other inappropriate behavior that puts herself, her other classmates, her chaperones, or the school in jeopardy. In such cases as outlined above, the chaperones will consult with the Principal to determine whether the student(s) may continue with the tour. In the event the student(s) is required to leave the tour, the student will be sent home at the parent/guardian's expense and no refund will take place. If any rules and regulations are violated, suspension or expulsion may follow upon return to school. This student will not be allowed to participate in future excursions. The students must be in school the day before departure, the day of departure and the Monday when classes resume. Specific details, rules, and regulations are distributed when trips are announced. For all school trips, all school rules and regulations apply.

Grading System

Report Cards are issued quarterly. Midterm and Final exams are administered after the 1st and 2nd semesters. The correlation of numerical grades to letter grades is as follows:

- 90 - 100 = A**
- 80 - 89 = B**
- 70 - 79 = C**
- 65 - 70 = D**
- below 65 = F**

The semester grade is calculated as follows:

Courses with semester exams:	Courses without semester exams:
First quarter..... 40%	First quarter..... 50%
Second quarter..... 40%	Second quarter..... 50%
Final exam..... 20%	

Yearly averages are computed by averaging the 1st and 2nd semester grades. A failing grade in either the final average or Regents examination will result in mandatory summer school.

Students who have received a monetary scholarship from St. Saviour High School are required to maintain an overall average of 90% to maintain their scholarship.

Honor Roll

The Honor Roll is published on a semester basis.

First Honors-grade average of 90% or above in major subjects with no grade below 85%

Second Honors-grade average of 85% or above with no grade below 80%

Weighted Grades in Calculating Rank in Class

- Advanced Placement courses are weighted on a 1.06 quality index.
- Honors level courses are weighted on a 1.04 quality index.
- Regent level courses are weighted on a 1.02 quality index.
- All other courses are on a 1.00 quality index.

Academic Probation

Any student who receives a Progress Report stating a borderline failure or failure will be placed on academic probation. If the student then fails for the quarter, she will be suspended from sport activity and Student Government. At the next Progress Report interval, if and only if the student is now passing the subject(s), will she be able to return to the activity.

Semester Examination Policy

Students are expected to be in full uniform for all exams.

Only under the following circumstances will a student be permitted to take a make-up exam:

- serious illness-a doctor's note is needed upon return to school.
- other serious or weighty matters-PRIOR NOTIFICATION (either letter or phone call) as well as APPROVAL BY PRINCIPAL are required.

Failure to comply with the above will result in a grade of zero.

Parent-Teacher Conferences

Formal meetings will be held after the receipt of the First-quarter report card and by appointment in February. At the semester report cards, individual conferences will be scheduled by phone calls or letters. Informal meeting and phone conferences can be arranged at any time by calling the school. Parents are encouraged to make appointments.

Advanced Placement Studies

Advanced Placement (A.P.) courses are offered for those students who wish to pursue college-level studies while still in secondary school. Courses are offered in Calculus AB and BC, Chemistry, English Language & Composition, Computer Science (online), English Literature & Composition, European History, French, Latin, Psychology, U.S. History, and World History. Students enrolled in these classes are required to take the A.P. examinations. Placement in an A.P. course is subject to the requirements set forth by the respective departments.

The High School Extension Program with St. John's University provides qualified students with the opportunity to enroll concurrently in their high school courses and in college-credit bearing courses from the university. The program is offered in Math, French, Spanish, and European History. To be eligible to enroll in the program, seniors must have an 80% cumulative average and 1100 combined SAT or PSAT scores; juniors must have an 85% average and 1100 PSAT.

Honor Societies

National Honor Society

Membership in the *National Honor Society* is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Each student must maintain an overall average of 90%.

Sophomores and Juniors are nominated provisionally. Seniors are offered full membership and are then inducted into the Mother Mary Myles Chapter of the *National Honor Society*.

La Société Honoraire De Français

Membership in the *La Société Honoraire de Français* is open to all students of French in grades 10, 11, and 12, who maintain an average of 90% in French and no grade below 85% in all other subjects.

Library

Library hours are posted. Books circulate for a two-week period and may be renewed. A fine is charged for all overdue materials. All lost or damaged materials must be paid for by the student. Students are expected to maintain an atmosphere of quiet in the library.

Guidance

The Guidance Department serves the needs of the school and student body in a variety of ways. The guidance counselors help students with course selection, coordinate standardized testing, disseminate career and college information, counsel students, provide opportunities for parent-teacher conferences, assist parents/guardians and students who may need specialized services from outside agencies, etc.

School Regulations

Attendance

Regular and punctual attendance in school is an essential part of the total education of each student.

I. The School Day

- The school day begins at 8:00 am and ends at 2:40 pm.
- All students are to be in homeroom, in complete uniform and ready for classes, by 8:00 am.
- Students may not leave the school building during the day.
- After 2:40 pm students may not remain in the building unsupervised.
- If the student has not attended any academic classes, she is considered absent.
- Seniors who have earned the privilege may leave the building after their last class, except in the event of a pre-scheduled school function.

II. Absence

- A parent/guardian **must call the school by 8:30 a.m. each day of a student's absence.**
- Each absence requires an absence card which can be obtained from the Main Office, which **must** be presented to the Main Office when the student returns to school. The note must contain the following: name of the student, date(s) of absence, reason for absence, and signature of parent/guardian.

- The student will not be admitted to class without presenting an absence note.
- A student who has prolonged absence must present a doctor's note along with an Absence Card when she returns to school.
- Extraordinary absences:

College Visit - Students are expected to schedule college visits during vacations and holidays. If necessary, the student may schedule one, and only one, college visit during school hours. Verification of the visit is required upon return to school.

Funeral - In the event that a member of a student's immediate family dies, classmates may be given permission to attend the funeral only by presenting a note **in advance**. Students are generally expected to return to school after the funeral.

Students are responsible for making up the class work and assignments missed, and for following the procedures set up by each department regarding missed quizzes and/or tests.

Students are required to check e-Board for assignments.

In the interest of quality education, the faculty and administration disapprove of vacations taken during school hours. The decision by the parent/guardian to take such a vacation places an unnecessary burden upon the student as well as the teacher. The student must bring a note explaining the trip request to the Assistant Principal at least two days in advance of the absence. The student is also required to make up quizzes, tests, and class work missed during that time.

III. Excessive Absence and Academic Credit

- **The school reserves the right to withhold academic credit from any student who is excessively absent.** At each quarter attendance as well as grades will be reviewed. The maximum number of absences permitted is 10 days each quarter. If a student is absent for more than 10 days in one quarter, the parent/guardian may be called upon to attend a conference with the Guidance Counselor and the Assistant Principal to discuss possible consequences.

IV. Lateness

- If a student arrives late to homeroom, (i.e. after 8:00 a.m. bell), she is to procure a late pass from the office in order to be admitted into homeroom.
- A note explaining extenuating circumstances must be presented to the receptionist if the lateness is to be considered "excused" for detention reasons only.
- If a student's school lateness totals become excessive, a parental conference will be necessary.
- Throughout the school day, students are expected to be on time for their classes. A student who fails to do so will incur points.
- Excessive lateness will result in the loss of privileges (such as senior early dismissal), and possibly course credit.

V. Leaving Early

- Students are expected to remain in school for the duration of the day. **We discourage the scheduling of any appointment during school time.** In the event that an appointment cannot be scheduled after

school, the following procedure applies:

1. A student must submit a note to the office before the end of homeroom from parent or guardian stating the nature and time of the appointment.
2. A phone call from the parent or guardian is needed for verification of the appointment.
3. At the scheduled time, the student must sign out at the office.
4. Upon return to school, verification of attendance at the appointment must be submitted to the office.

VI. Arriving Late

Students are expected to be on time every day. If a student must attend an appointment such as a doctor or dentist, she must arrive with an official note. Recognizing the importance of every school day, **we stress that no appointments be made during school hours.**

VII. Illness during the School Day

If a student becomes ill during the school day, she must report to the office. After a 40-minute rest period, the decision to allow a student to leave school is contingent upon parental consent and administrative approval.

VIII. School Closing/Delayed Opening

1. Call the school number. If the school is closed, a message to that effect will be on the answering machine.
2. Visit the website – www.stsaviour.org
3. Homeroom phone chain.

IX. Late Teachers

In the event that a teacher is delayed for class, the students are instructed to remain in their seats. After 5 minutes, one student should report to the office for instructions.

X. Attendance and Extracurricular Activities

A student who is absent from school may **not** attend/participate in an extracurricular activity on that day or evening without the expressed permission of the Assistant Principal.

XI. Truancy

A student is considered truant when she is absent without the prior knowledge and consent of her parents/guardians. A student who is truant will be required to come to school with her parents/guardians to meet the Assistant Principal. The student will also be compelled to serve an in-school suspension for each day she was truant. A student will receive a zero for any tests/quiz, or assignment due during truancy. On the second instance of truancy, a contract is composed explaining the possibility of expulsion.

XII. Leaving the School Building Without Permission

Students are not permitted to leave the school building during the school day. A student who does so will be referred to the Assistant Principal who will administer an **in-school suspension and 3 demerits.**

Discipline Policy

The discipline policy is based on the rationale that abiding by school rules and policies is essential for the overall well-being of the school community. Any infraction is seen as not contributing to the general good of the school. The Assistant Principal oversees the process of discipline. The Assistant Principal presents recommendations to the principal. Final decisions rest with the Principal. **Points** will be given for infractions seen as irresponsible behavior. **Every 5 points will be converted to one detention.** **Detention** will be given for serious infractions.

The following infractions will receive **SAME DAY** detention:

- late for school
- out of uniform
- missing absentee card
- failure to return official documents: report card, progress reports, etc.

A scheduled detention is a serious and important part of the school rules. Missing a detention is considered to be an outright defiance. Therefore, a parent conference and/or an in-school suspension may be required.

The following infractions will receive points:

- lateness to class
- gum - *anytime, anywhere* in the building
- disregard of school rules - uncovered books, inappropriate jewelry, etc.
- eating/drinking other than in the cafeteria at any time
- disruptive behavior- talking, writing letters/notes, doing homework in class, reading other than course work, etc.

The following infractions will receive a detention:

- lying
- talking during a fire drill

The following infractions will receive 3 detentions:

- forgery
- illegal absence from class/study period
- disrespect: answering back, foul language, leaving a room without permission, etc.

The following infractions will receive 3 detentions and an in-school suspension:

- leaving the school building without permission from the office
- Gross disrespect toward students, faculty and administration

FIVE POINTS = Detention

FIVE DETENTIONS - Student meets with the Assistant Principal and a letter is sent to parents.

TEN DETENTIONS - Student and Parents meet with the Assistant Principal.

FIFTEEN DETENTIONS - Conference with Student, Student's Parents, Assistant Principal, and Principal.

TWENTY DETENTIONS - Possible dismissal after review by the and Principal.

Detention

Detention is one of the penalties imposed for failure to comply with school regulations. It signifies unsatisfactory behavior and failure to fulfill one's responsibilities. Failure to serve a detention will result in further disciplinary action such as a parental conference, and/or an in-school suspension.

In-School Suspension

An in-school suspension is issued for serious infractions of school rules. The student must report to the office by 8:00 am. She will not be allowed to attend regular classes, but will be required to remain in the suspension room. She will receive a zero for any test/quiz given during the suspension.

Smoking

Smoking causes a serious health and is fire hazard. Smoking on school property is prohibited by New York State law. If a student is caught smoking on school grounds, in the smoke-free zone or when traveling as a group to, from or during a school activity or while wearing the school uniform, she will receive 3 detentions. Repeat offenders will receive an in-school suspension.

Expulsion

A student will be expelled for major infractions of school rules or in the event that other disciplinary actions have failed to bring about desired results. Actions which may result in expulsion include, but are not limited to: **(a)** drug/alcohol possession/use; **(b)** theft; **(c)** truancy; **(d)** excessive absence/late; **(e)** total disregard and disrespect; **(f)** 3 infractions of the Honor Code **(g)** repeated suspensions **(h)** abuse and /or vandalism of school/personal property; **(i)** any action that threatens the well being of another person; **(j)** misuse of technology.

Fighting/Physical Altercation

Saint Saviour High School has a **zero tolerance** in cases of fighting. A physical altercation between students **will** result in an expulsion. Parents will be notified and counseling may be recommended.

Alcohol and Drugs

Any prescription medication brought to school by a student must be kept in the office and given to the student when needed. The selling, distribution, possession and the use of drugs and alcohol on the school grounds or at any school-sponsored function is a serious offense.

- No student is to give/share any medication with another student. If a student does give/share medication with another student, parents/guardians will be notified and each situation will be handled on a case by case basis.
- Any student, who sells or otherwise distributes narcotics or any other drug, will be expelled.
- Any student apparently using or arriving at school or a school sponsored function with or under the obvious influence of drugs/ alcohol will be dealt with as follows:
 1. Parents will be contacted for a meeting with the Principal, Assistant Principal and Guidance.
 2. **3 demerits** and an **in-school suspension**.
 3. Possible counseling suggested.

In cases where the law has been broken, legal action will be taken.

Misuse of Technology

If found that a student has posted anything negative or inappropriate about Saint Saviour High School, its staff, or the student body on the internet, disciplinary action will be taken. This may include, but is not limited to demerits, detention and in-school suspension.

School Security

For the safety of all members of the Saviour community, students should be aware of the importance of school security.

Entrances/Exits

In compliance with Fire Safety Regulations, doorways must remain clear in order to ensure easy egress from the building. Conversely, in the interest of security, no outside door should ever be propped open.

Fire Drills

Fire drills are held in compliance with New York State law. Absolute silence is required during fire drills. When the fire bell sounds, students are to proceed in a rapid, orderly fashion to exits indicated. Students are to stand a safe distance from the building with their teacher and return to the building once the signal is given.

Identification Cards

Each student is issued an identification card at the beginning of the ninth grade. Identification cards are often required for attending a function at another school, or as photographic proof of identity for admission to tests such as the SAT. A student who loses her identification card must purchase a new one.

Procedure for Visitors to the School

If a student wishes to bring a **guest** to school for the day, she must obtain permission in advance from the Assistant Principal. **Any adult visitor** must report and sign in at the office upon entering the building.

Deliveries

Personal deliveries to students such as flowers, balloons, etc. are prohibited.

Property

Personal: Each student is responsible for the care and safety of her own property. In September, each student is issued a locker for her personal belongings. She also purchases a school lock, which is to be used every year she is at SSSHS. Her locker is to be kept locked at all times and the combination to that school lock is not to be revealed to others. **Failure to keep the locker locked will result in a \$1.00 fine and possible loss of locker privileges.** Students may not have more than the one locker assigned to them. Books, clothes, etc., found in an unassigned locker will be brought to the lost and found. Students are advised not to carry large sums of money to school. Money which is collected for a given school event is to be turned in immediately to the teacher or to the office. Students who bring jewelry, cameras, expensive clothing, or radios or other audio equipment, do so at their own risk. The school is not responsible for the loss of such property.

School: Students are asked to make every effort to keep the building and surrounding areas clean and in good

condition. If a student damages school property or steals school or private property, she will be held responsible for repair and/or restitution and will be subject to a suspension. Parents will be notified and she may be subject to dismissal.

Lost and Found: Students are expected to keep personal belongings with them at all times or locked in the locker assigned to them. Articles of clothing, books, and notebooks should be clearly marked with the student's name. It is a matter of honor, respect, and concern for others that any article found be brought promptly to the office. **A fine of \$1.00 will be charged to retrieve an item from lost & found. An additional \$1.00 fine will be charged for any book without a name.** The school assumes no responsibility for lost property.

Cell Phones

The use of cell phones or listening devices during the school day is prohibited. Cell phones are to be locked in the locker during the school day and not seen or used until they are outside of the building. If you or your child needs to speak during the school day, the school phone may be used with permission. If a student is found with a cell phone on her person or in her bag it will be taken away and given to the Assistant Principal. **If seen or heard during an exam or quiz, the phone will be taken and a zero will be given for suspicion of cheating.**

1st offense: the student may redeem her cell phone at the end of the day.

2nd offense: the student's parent must come to school to redeem the cell phone.

3rd offense: the cell phone will be held in the Assistant Principal's office until the end of the school year.

Electronic Listening Devices

- Students are not permitted to use during school day.
- Headphones *must* be removed before entering the building.

Cafeteria

The cafeteria is available for the use of the students beginning at 7:30a.m. A hot or cold lunch may be purchased in the cafeteria. Beverages and some dessert items are also available. The kitchen area is reserved for those who operate the lunch program. Since the cafeteria is a common room, each person who uses it is responsible for maintaining its general order and cleanliness. Each student must clean her table and properly dispose of any refuse. All paper goods, leftover food, cans, plastics, and other recycleables must be placed in the various containers provided. Any significant spillage must be reported to the teacher on lunch duty and the student should wipe the table and the floor area. Failure to comply will result in suspension from the cafeteria for at least a week. Students are not permitted to take food or drink out of the cafeteria at any time. Breakfast may not be eaten during homeroom or in the classroom. No liquids, including water, are to be consumed any-where but in the cafeteria.

Telephone Calls

The school office is open each day from 7:30 am to 3:00 pm. An answering machine is usually on at all other times. The school phone number is (718) 768-4406.

Emergency Sheet

Each September, parents/guardians are asked to complete an emergency sheet which lists phone numbers and persons to be contacted during the school day, when necessary. It is extremely important that the school office be notified when any of the information on the sheet has changed.

Medical Forms

Each student is required to submit an annual Medical Form to the school secretary prior to **July 1st**. It is important that the school office be notified of all medical conditions of the student, documented with a physician's stamp. All students are required to provide current personal/family medical insurance information. Athletes will not be permitted to be on a team if proof of personal/family medical insurance is not up to date.

Change of Address

Students must come to the office to complete a Change of Address Form if they have moved, changed home phone number or parent/guardian cell phone number.

School Uniform

All uniform options are available at Flynn & O'Hara in Brooklyn, NY. All students are required to wear the following to and from school:

Uniform skirt **must be no shorter than 3 inches above the knee.** If the hem cannot be lowered a new skirt must be purchased.

Freshmen and Sophomores-maroon plaid
Juniors and Seniors-gray kilt

Uniform blouse is either the long or short-sleeved SSHS polo shirt

Shoes: A choice of black Mary Janes with strap, black leather penny-loafer, black oxford shoe or black leather women's Eastland oxford shoe

Socks/Tights Students **must** wear solid maroon, gray, black or white socks or tights. **The socks, ankle or knee length, must be visible above the shoe. Leggings are not permitted.**

All students are required to observe the following:

- Students are not allowed to wear hats, bandanas or sunglasses during the school day.
- Students may wear only moderately sized jewelry. Pierced earrings are allowed no larger than one inch. **Other pierced jewelry may not be worn while school is in session.** We ask students not to wear jewelry on gym days, as it cannot be worn during gym class.
- Students are **not permitted** to come to school with their hair dyed completely or partially an unnatural color, (blue, pink, green, etc.). Partially dyed hair is not acceptable no matter what color. Students will be sent home and not permitted to return until hair is dyed back to a natural color. Shaved heads are not allowed.
- Extreme sizes of clothing, such as very tight or very baggy are not acceptable.

Uniform Options

Uniform sweater/school sweatshirt worn over the uniform blouse; Sweatshirts may *not* be altered

- Freshmen and Sophomores:** maroon V-neck sweater or maroon golf shirt
Juniors and Seniors: gray V-neck sweater or maroon golf shirt
Seniors: may wear their senior class sweatshirt as well as maroon v-neck sweater or maroon golf shirt
Sophomores, Juniors & Seniors: non-hood maroon St. Saviour sweatshirt
Sport uniforms or warm ups: may be worn only on game days
Uniform Pants: the school uniform gray pants may be worn only between November 1st and April 1st.

T-shirt/Turtleneck: T-shirts worn under a blouse must be **white**. The St. Saviour gray tee-shirt may be worn **only** on gym days. Turtlenecks must be white, or be the St. Saviour turtleneck. T-shirts, turtlenecks, etc., may not hang below uniform blouse.

Freshmen 2016-2017 School Year - Required Winter Uniform

Wine-colored V-Neck Pullover Sweater with White trim and logo with a long/short sleeve button-down collar blouse underneath. This uniform can be accompanied by the maroon plaid skirt or the charcoal slacks. This uniform is mandatory for the incoming freshmen class and optional for the remaining student body. Beginning in the 2017-2018 school year, this winter uniform will be mandatory for all students.

Out of Uniform Policy

If a student is out of uniform, she must report to the Assistant Principal to receive an out-of-uniform pass and must serve detention on the same day at the specified time. Sneakers may be worn for medical reasons only. In such a case, a doctor's note is required. The office has skirts and blouses that can be borrowed for the day. Students are responsible to have all borrowed items laundered and returned.

Proper Attire for Out of Uniform Days

To have an Out of Uniform Day is a fun perk for the students of St. Saviour High School. In order for these days to continue to be granted, the following dress code must be observed:

Blouses/tops: must be long enough to comfortably cover midriff and back and not be so tight that it looks like a "second skin." It is also necessary that the neckline be appropriate and not revealing. Halter, tank tops and tube tops are not permitted.

Skirts: may be worn on a dress down day but not be shorter than three inches above the knee.

Pants: may be worn on a dress down day but should not be tight or have a low waistline that hugs the hips and does not meet the blouse/top.

Shorts: are never permitted on a dress down day.

Flip flops: are never permitted for safety reasons.

Leadership

To be accepted for a leadership position in Student Government, Clubs Athletics and/or extra curricular activities is both a privilege and responsibility. A student in a leadership position is expected to support the rules and regulations of St. Saviour High School. Any infraction of the rules and regulations as set forth in this Agenda Book is cause for possible denial of a leadership position.

Tuition

St. Saviour High School is a private school and operates solely on tuition and fund-raising. Therefore, it is imperative that tuition be kept up-to-date, in order for the school to meet its many financial obligations.

If tuition is delinquent:

1. The student will not sit in for the last week of classes, nor will she be able to take final exams.
2. The student may not participate in activities/events such as: the Prom, Ring Ceremony, Graduation Exercises, class trips, or the Driver's Education program.
3. The student's school records will not be released in the event the student transfers or seeks admission to college.

Nondiscriminatory Policy

In accordance with Federal regulations concerning Nondiscrimination, the following is a statement of the Nondiscriminatory Policy of "Saint Saviour High School". *Saint Saviour High School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Saviour High School does not discriminate on the basis of race, programs, or other school-administered programs.*

Prayers for Teens

MEALTIME PRAYER

We give You thanks for all Your benefits,
Almighty God, who lives and reigns forever,
and may the souls of the faithful departed,
through the mercy of God rest in peace. 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.

ACT OF CONTRITION

O my God, I am sorry for my sins. In choosing to sin and failing to do good, I have sinned against you and your Church. I firmly intend, with the help of your Son, to do penance and to sin no more.

SCHOOL SONG

Hail to Saint Saviour, noble and true

Our Alma Mater, we sing to you.

Our voices raised to thee, forever in praise,

Hail, Alma Mater, to thee, all hail!

Through all our school days, you cherished us.

So dear Saint Saviour, we'll keep thy trust.

Through all the years, we'll hold thy memory dear.

And loyal we'll be, to thee, to thee.