

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 thirty one and ½ units must be earned.

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 Regent examinations in all major subjects.

A. Course Requirements:

Required courses are those that all students must complete. During your four years at St. Saviour High School, students must complete the following course and credit requirements:

| | |
|----------------------------------|---------------------------|
| Religion (4 years) | 4 credits |
| English (4 years) | 4 credits |
| Social Studies (4 credits) | 4 credits |
| Mathematics (4 years) | 4 credits |
| Science (3 years) | 3 credits |
| Foreign Language (3 years) | 3 credits |
| Fine Arts (2 years) | 2 credits |
| Computer Science (2 courses) | 1 credit |
| Health (1 course) | ½ credit |
| Physical Education (4 years) | 2 credits |
| Electives and Other Requirements | 4 credits |
| | <u>TOTAL 31.5 credits</u> |

Students register for the following courses as determined by their year level:

1. Present **Juniors** registering for **SENIOR** year: 7.5 credits minimum

| | |
|----------------------------------|------------------|
| English | (1 credit) |
| Social Studies | (1 credit) |
| Mathematics | (1 credit) |
| Religion | (1 credit) |
| Physical Education | (1/2 credit) |
| Electives and Other Requirements | (3 or 4 credits) |

2. Present **Sophomores** registering for **JUNIOR** year: 7.5 credits minimum

| | |
|----------------------------------|------------------|
| English | (1 credit) |
| Social Studies | (1 credit) |
| Mathematics | (1 credit) |
| Science | (1 credit) |
| Foreign Language | (1 credit) |
| Religion | (1 credit) |
| Physical Education | (1/2 credit) |
| Electives and Other Requirements | (1 or 2 credits) |

3. Present **9th-graders** registering for **SOPHOMORE** year: 8 credits minimum

| | |
|--------------------|--------------|
| English | (1 credit) |
| Science | (1 credit) |
| Social Studies | (1 credit) |
| Religion | (1 credit) |
| Mathematics | (1 credit) |
| Foreign Language | (1 credit) |
| Art | (1/2 credit) |
| Music | (1/2 credit) |
| Computer Science | (1/2 credit) |
| Physical Education | (1/2 credit) |

3. Present **8th-graders** registering for **FRESHMAN** year: 8.5 credits minimum

| | |
|--------------------|--------------|
| English | (1 credit) |
| Social Studies | (1 credit) |
| Religion | (1 credit) |
| Mathematics | (1 credit) |
| Foreign Language | (1 credit) |
| Science | (1 credit) |
| Art | (1/2 credit) |
| Music | (1/2 credit) |
| Computer Science | (1/2 credit) |
| Physical Education | (1/2 credit) |
| Health | (1/2 credit) |

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, 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, Dean of Discipline, 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 incident will be reported to the Principal, Assistant Principal, Dean of Discipline, 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.
- The student and parent/guardian will be required to sign an academic contract to remain at St. Saviour HS.

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, Dean of Discipline, 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, Assistant Principal, and Dean of Discipline to discuss the student's dismissal from Saint Saviour High School.
- There will be a mandatory meeting with the student, parent/guardian and administration which can result in expulsion from St. Saviour HS.

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.

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.

To run for Student Government Elections:

- Student must be in good academic standing
- Student cannot have more than 5 lateness
- Student must be in good standing in general with faculty
- Student cannot have truancy, suspensions, cutting, or extensive absences

Once elected to Student Government, a student can be asked to step down from her position, if during the school year:

- Her latenesses exceed 5
- Her absences exceed 5
- She misses 3 Student Government meetings
- Her grades begin to slip or is borderline failure in 2 course markings

Athletics – The Athletic Director coordinates all extracurricular competitive activities in the school and enhances school spirit. Students who wish to participate on teams must:

- Submit a completed health examination and sport tryout/participation form through Magnus Health.
- Maintain passing grades in every subject.
- Have a good behavioral record.
- Pay the sports fee directly to the bursar prior to the 1st practice.

Educational Tours

The teachers of SSHS chaperone trips throughout the year. 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 and travel 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 for overnight trips, 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 any third party tour operator we might use, 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 alone 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.

Out of School Trips

- Students must follow covid protocol stated by the CDC for that timeframe.
- Behavior must be in alliance with St. Saviour HS' rules/regulations AND local, state, federal law.

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:

| Semester Courses: | Year Courses: |
|--------------------------|-------------------------|
| First quarter.....40% | First semester.....50% |
| Second quarter.....40% | Second semester.....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% or higher to maintain their scholarship. Students who have received the principal's scholarship from St. Saviour High School are required to remain in good academic standing 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 with a requirement to attend study hall after school. If the student then fails for the quarter, she will be suspended from all after school activities including, but not limited to sports, clubs, 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 specific approved circumstances will a student be permitted to take a make-up exam, for example: a serious illness where a doctor's note will be needed to return to school. Such circumstances will be approved on a case by case basis by Administration. 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. For semester report cards, individual conferences will be scheduled by phone calls or letters. Informal meetings 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, Computer Science Principles, Computer Science A, English Language & Composition, English Literature & Composition, French, Music Theory, Physics, Psychology, European History, 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 St. John's University program is offered in Math, English, and Spanish. The Syracuse Project Advance program provides qualified students with the opportunity to enroll concurrently in their high school courses and in college-

credit bearing courses from the university. The Syracuse Project Advance program is offered in Child Development. Student eligibility is determined by St. Saviour HS.

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% with no grade below 80% and be active in school and her community. 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 80% in all other subjects.

Library

Library is open throughout the school day for quiet study and research. Anyone interested in taking out a book, please stop by the main office.

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.

It is the responsibility of parents/guardians to notify the Guidance Department of any specialized accommodations that students may be qualified for as dictated by IEP or 504 form.

If there are any concerns that the school and/or teachers need to be aware of, please contact Guidance.

All seniors are required to report college decisions including acceptances/scholarships information to the Guidance Office.

School Regulations

Attendance

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

The School Day

- The school day begins at 8:00 am and ends at 2:40 pm.
- All students are to be in the 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 and is not allowed to attend after school activities that day.
- Seniors who have earned the privilege may leave the building after their last class, except in the event of a pre-scheduled school function.

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 an approved 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 google classroom 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. No work will be given in advance.

Excessive Absence and Academic Credit

- **The school reserves the right to withhold academic credit from any student who is excessively absent.**
- After 5 absences without a doctor's note, a letter will be sent home to parents/guardians. Student is required to have the letter signed and returned to school the next day.
- After 8 absences without a doctor's note, a parent/guardian meeting with the Principal is required.
- Scholarship and/or financial aid may be rescinded.

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.
- After 5 latenesses, a letter will be sent home to parents/guardians. Student is required to have the letter signed and returned to school the next day.
- After 6 latenesses, a parent/guardian meeting with the Principal is required and an attendance contract for the student will be created.
- After 10 latenesses, the situation will be reevaluated and may result in expulsion from St. Saviour HS.
- Throughout the school day, students are expected to be on time for their classes. A student who fails to do so will be sent to the Assistant Principal.

- Excessive lateness will result in the loss of privileges (such as senior early dismissal), and possibly course credit.
- Scholarship and/or financial aid may be rescinded

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.**

If a student does not arrive by 10:30 AM they will be considered absent for the day.

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.** Students who leave for the day, may not return to St. Saviour HS for any after school/extracurricular activities without prior approval from Administration. 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.

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.

School Closing/Delayed Opening

1. Visit the website – stsaviour.org
2. Check your email for any updates from Saint Saviour.
3. Receive text notification.

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.

Attendance/Lateness and Extracurricular Activities

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

Tuancy

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.

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, 3 detentions and a behavioral contract, at a minimum depending on the severity of the situation.**

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 Dean of Discipline in conjunction with the Assistant Principal and Principal oversees the process of discipline.

Detention will be given for serious infractions.

The following infractions will receive a detention:

- Lying
- Talking during a fire drill
- Lateness

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

Depending on the severity of the situation, Administration has the right to alter the amount of detentions for an infraction.

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 and Vaping

Smoking/vaping causes a serious health issue and is a fire hazard. Smoking/vaping on school property is prohibited by New York State law. If a student is caught smoking/vaping 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 and parents/guardians will be notified. Students will receive a behavioral contract and be required to attend an educational workshop. Repeat offenders will receive an in-school suspension, at a minimum.

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; any form of bullying; **(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. 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.

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.

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:

- Parents will be contacted for a meeting with the Principal, Assistant Principal and Guidance Counselor.
- **Three detentions** and an **in-school suspension**.
- Possible counseling suggested.

In cases where the law has been broken, proper authorities will be contacted.

Misuse of Technology

In the event that a student is discovered to have posted negative or inappropriate content about Saint Saviour High School, its staff, or fellow students on the internet, appropriate disciplinary measures will be enforced. If students employ their personal devices to engage in harassment, bullying, threats, or any other form of inappropriate or negative behavior through text, emails, or messaging, disciplinary action will be taken. Consequences may include, but are not limited to, detention, in-school or out-of-school suspension, and potential expulsion, depending on the circumstances of each case. To address such incidents, students will be provided with a behavioral contract that requires the signature of a parent or guardian, and it must be promptly returned to the school the following day.

Misuse of Metrocards

Any students who share their metrocard amongst each other will lose their metrocard privileges for the school year.

Misuse of Lockers

Any student who uses a locker not her own will receive 3 detentions and parents/guardians will be notified at the first offense. For a second offense, students will receive a behavioral contract and lose all locker privileges for a set amount of time. Any student with a specific concern about lockers needs to speak to Administration prior to using any locker that is not the one assigned to them.

School Security

Ensuring the safety and well-being of every member within the Saviour community is of utmost importance. We prioritize the awareness and understanding of school security among our students. To this end, we have strategically placed cameras and sensors throughout the building to effectively monitor and enhance the overall security measures. These surveillance cameras play a vital role in maintaining a safe and secure environment for students, staff, and faculty alike. By fostering a culture of vigilance and awareness, we can collectively contribute to the continued safety and peace of mind within our school community.

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. Students are not allowed to let anyone into the school building.

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 **guest** visits the school for the day, they must obtain permission in advance from Administration. **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 receives a school lock, which is to be used every year she is at SSHS. 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 may possibly result in loss of locker privileges.** Students may not have more than the one locker assigned to them. All sports' bags must be kept in the locker room. 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, airpods, electronics, 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 and a behavioral contract. 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.

Cell Phones

The use of cell phones or listening devices during the school day is prohibited. Cell phones may only be used before and/or after the school day. 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 AND serve detention.

2nd offense: the cell phone will be given to the Assistant Principal each morning and picked up at the end of the day.

Electronic Devices

- Students are not permitted to use during the school day.
- Headphones *must* be removed before entering the building.
- Any student misusing smartwatches or any other electronic devices during the school day will have them confiscated and brought to the Assistant Principal. Depending on the situation, Administration will decide on a case by case basis if the student will be allowed to bring the device back into the school building.
- No E-Bikes, E-Scooters, Hoverboards, or any electronic transportation is allowed in the building or on school property.

Cafeteria

The cafeteria is available for the use of the students beginning at 7:00 a.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 area, 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 recyclables 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 are to be consumed anywhere 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 available 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 through Magnus Health. 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. 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 have the option to wear: 1. *Grey Cord Summer Weight Wraparound Kilt and White Ladies Button Pique Fitted shirt with logo*; 2. maroon plaid skirt and long or short-sleeved SSHS polo shirt; or winter uniform of white button-down shirt and maroon sweater or 3. school uniform gray pants in lieu of skirt
- Juniors and Seniors** have the option to wear: 1. *Grey Cord Summer Weight Wraparound Kilt and White Ladies Button Pique Fitted shirt with logo*; 2. gray kilt and long or short-sleeved SSHS polo shirt; or winter uniform of white button-down shirt and maroon sweater or 3. school uniform gray pants in lieu of skirt

**Seniors have the privilege to wear maroon and white Vans and/or pink polo shirt.

Shoes: A choice of black Mary Janes with strap, black leather penny-loafer, black oxford shoe, black leather women's Eastland oxford shoe or Adidas Women's Cloudfoam Pure 2.0 Running Shoe (color: Black/Black ONLY).

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.**

Uniform Options

Uniform St. Saviour sweater/school sweatshirt worn over the uniform blouse; Sweatshirts may *not* be altered. School shirt must be worn under sweatshirt.

Freshmen and Sophomores: maroon V-neck sweater

Juniors and Seniors: gray V-neck sweater

Seniors: may wear their senior class sweatshirt as well as maroon V-neck sweater

Freshmen, Sophomores,

Juniors & Seniors: maroon ¼ zip sweatshirt; school approved club/sport sweatshirt

Sport uniforms or warm ups: may be worn only on game day

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. T-shirts, turtlenecks, etc., may not hang below uniform blouse

All students are required to observe the following:

- Students must enter and exit the school building in full uniform.
- Students are not allowed to change clothing in the hallways.
- 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, bright red, 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.
- Extreme sizes of clothing, such as very tight or very baggy are not acceptable.

.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 uniforms 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/Dresses** 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.
- **Ripped Jeans** are never permitted.
- **Hats, Caps, or any head coverings** are not permitted.
- **Shorts** are never permitted on a dress down day.
- **Flip flops** are never permitted for safety reasons.

If a student fails to comply with the uniform policy

A parent/guardian will be contacted for a meeting and maybe asked to pick up their child who did not comply with the uniform policy. Students who break uniform policy will also lose all dress-down day privileges.

Course Selection

Once the course has begun students cannot drop out of that course.

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 is cause for possible denial or removal of a leadership position. Regular attendance is required to maintain 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 and all fees (including senior fees, technology/activity fees, and sports fees) be kept up-to-date, in order for the school to meet its many financial obligations.

If tuition is delinquent:

1. The student may not begin a new academic year at St. Saviour High School unless their tuition accounts are current. Parents with poor payment records may be required to withdraw their daughter(s) from St. Saviour High School.
2. No reduction or refund is made for withdrawal or dismissal before the end of the school year. No refunds are given by St. Saviour High School for any reason.
3. St. Saviour High School has the right to pursue legal action for collection of school fees/tuition, and parents/guardians will be held responsible for all costs associated with collection, including court expenses and attorneys' fees.
4. The student will not sit in for the last week of classes, nor will she be able to take final exams.
5. The student may not participate in activities/events such as: the Prom, Ring Ceremony, class trips, or the Driver's Education program.
6. The student's school records will not be released in the event the student transfers or seeks admission to college.
7. Students will not be allowed to participate in Graduation Exercises including the Graduation Ceremony.

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.*

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.

Please note: the SSHS handbook is not exhaustive and all discipline is at the discretion of administration.