Student Handbook 2019-2020

An independent, Catholic, college-preparatory school for girls, and accredited by the Middle States Association of Colleges & Schools.
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Roman Catholic Schools of the Archdiocese of New York base their educational purposes and all their activities on the Christian teaching that all people are children of a loving God, who calls each to a supernatural destiny. Saint Barnabas High School shall not discriminate on the basis of race, color, or national and ethnic origin in the Administration of its educational policies.

PHILOSOPHY AND OBJECTIVES
Saint Barnabas High School is an all-girls college preparatory Catholic high school. Saint Barnabas High School seeks to engender in its students the spiritual, intellectual, moral and social values of the well-defined woman in society. Through the creation of an informed mind and healthy self-image, each student is encouraged to develop her critical thinking and individual abilities so that she may be of service to God, country, and society. Saint Barnabas High School recognizes its basic responsibility to educate the total person and attempts to fulfill its primary obligation by providing for the needs of the student body in a variety of ways.

HISTORY OF SAINT BARNABAS HIGH SCHOOL
John Cardinal Farley, Archbishop of New York, established Saint Barnabas Parish in June, 1910. The elementary school was opened to 104 students by the first pastor, Monsignor Michael A. Reilly, in 1913. With the expansion of the school to nine grades in September, 1924, the history of Saint Barnabas High School began.

The fourteen boys and fifteen girls who comprised the first high school class attended class on the top floor of the elementary school. In four years, the high school roster totaled 113 students. In June 1928 Saint Barnabas became an all-girls high school accredited by the University of the State of New York.

As the student population of the elementary school and high school increased, the need for more facilities became obvious. Monsignor George H. McWeeney broke ground for a new high school building on September 25, 1957. The new building was opened to the students in April, 1959. On May 15, 1960, Francis Cardinal Spellman formally blessed the school as part of the fiftieth anniversary celebrations of the parish.

In the spring of 2015, the Archdiocese of New York announced a change in governance for Saint Barnabas High School from a parish-based high school to an independent high school managed by a Board of Trustees.

From the beginning, the school has been served by the Sisters of Charity of Mt. St. Vincent, New York. Today, the Sisters of Charity, religious from other congregations and lay faculty provide for the educational needs of students who come from many parishes in the Bronx, Manhattan, and Westchester. Together, the faculty and students continue the educational and Christian traditions begun in 1924.
MISSION STATEMENT
Saint Barnabas High School provides quality Catholic education for young women. The Saint Barnabas family works in the spirit of charity to develop the whole person through enriching courses and activities, effective communication, mutual respect and openness to new ideas.

ACADEMICS

ADMISSION TO SAINT BARNABAS HIGH SCHOOL
Saint Barnabas High School admits female students who meet the admissions criteria. Students admitted to Saint Barnabas High School must have successfully completed the eighth grade course of studies in an elementary, middle or junior high school. Students offered admittance to Saint Barnabas High School must have:

In order for a student to attend at Saint Barnabas High School, her parent/guardian must meet the financial responsibilities for fees/tuition essential to the implementation of the school’s educational program.

For more information, please contact the Admissions Office at 718-325-8800, ext. 20.

ACCEPTANCE, ATTENDANCE and BEHAVIOR
Once students have met the necessary admission requirements and have been accepted to Saint Barnabas High School, the school warmly welcomes the students for the coming school year and will strive to provide them with a solid, Catholic, spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Saint Barnabas is by invitation and is not a right, but a privilege because this is a private school.

Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school. Students are expected to conduct themselves in a manner as to credit themselves and their school. In order to protect its standards of scholarship, discipline and character, Saint Barnabas High School reserves the right (and the students and parents or guardians concede to the school) to require the withdrawal of any student at any time, for any reason deemed sufficient to the sole discretion of the school and its administrators.

By the student's attendance at the school, a student and her parent or guardian acknowledges the important obligations and restrictions contained in the handbook and agree to be bound by its terms.

STUDENT EXPECTATIONS
1. Be on time, in full uniform and be prepared to work when the bell rings.
2. Abide by all the rules set forth in the student handbook.
3. Complete all homework assignments by their due dates.
4. Work diligently, honestly and consistently, following the curriculum of the school, teacher and New York State.
5. Honest and honorable behavior is expected at all times.
6. Respect all members of the high school community at all times.
7. Any questions on academics are to be addressed with the Academic Dean.
8. The Principal has final authority on all academic and behavioral matters.

Our students represent Saint Barnabas High School at all times. The school's Code of Conduct and the rules and regulations outlined in this handbook apply to any student who is: on school property; in attendance at school; at any school sponsored activity; or whose conduct at any other time or place has an effect on maintaining school order and discipline. Any incident that may damage the reputation of the school or jeopardizes the health safety of another person is unacceptable, whether it occurs in school, out of school or on the internet. All incidents are subject to disciplinary action and the school administrative team will make the final determination regarding all issues of student behavior.

All students are expected to exhibit courtesy, respect and good manners. Students are expected to treat each other and all staff members with respect and courtesy rooted in our gospel values. It is customary in that spirit of respect to use appropriate titles (Fr., Mr., Miss, Mrs., Sr.) when addressing members of the faculty and staff. It is expected that students will greet adults properly in the hallways or other areas of the school.

It is customary to knock before entering an office or classroom if the door is closed. Students should wait for an answer before entering. Students should never enter an office or a teacher's space in a classroom without an adult present.

**ACADEMIC ACHIEVEMENT**
Diplomas are issued to graduates who fulfill the requirements for receiving a diploma. The program of studies includes required academic courses and electives. There is individualized learning, based on individual needs. While it is anticipated that the majority of students will pursue opportunities for higher education after graduation, the Guidance Department works with individual students in the college and career selection process.

**ACADEMIC EXAMINATION EXEMPTIONS**
Students in Grades 11 and 12 who have achieved a grade of 90% or more on their report card in all four quarters in a particular subject area may be exempt from taking the final examination in that subject area.

**ACADEMIC EXPULSION**
Should a student fail two or more subjects in June and does not attend summer school, she will be required to either leave the school, or repeat the grade, since she lacks sufficient credits to progress academically. If a course
is not given in an accredited summer school, an independent study course must be worked out with the School Administration. All course deadlines must be met and a fee will be charged. All decisions involving academic expulsion will involve a parent conference with the Guidance Counselor and School Administrators.

ACADEMIC INTEGRITY
Providing test answers, homework assignments, term papers, etc. to a classmate is cheating. While it is difficult to say no to a friend, both the person who gives and the person who receives information that fraudulently represents the work of another will be subject to disciplinary action. A record of each offense will be kept on file with the School Administration.

Cheating: Intentionally using or attempting to use unauthorized materials, information, electronic devices or study aids in any academic assessment, which includes all forms of work submitted for a grade or credit. A student who cheats in any form will receive a grade of zero, which cannot be made up by extra credit work.

Duplicative work: Submitting the same or substantially the same work product to an assignment. Students may not submit a paper or project to more than one course unless given permission by the teacher.

Electronic/Internet Dishonesty: Any use of a computer, internet or other technological means to falsely present work or any assignment, test or quiz as her own. Examples include, but are not limited to using network access in a way that affects a class or another student’s academic work, breaking into someone else’s files or computer account, or using information from any electronic source dishonestly. Note that presenting work falsely as one’s own is always academic dishonesty, regardless of the electronic means employed.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of academic integrity.

Forgery or alteration: Placing an unauthorized signature on any school related document, including, but not limited to communications between parent and school.

Sourcing: Students must follow the guidelines given by each department regarding giving credit to the source of the information.

Theft or destruction of academic materials: Removing or destroying examinations or similar materials or any work product before or after submission.

Unauthorized Communication: Any form of communication during an exam or knowingly informing another student of the content of an examination not officially released by the instructor.
Unauthorized possession or use of academic materials: Wrongfully obtaining, possessing, using or distributing to others, examinations or other materials that have not been officially released by the instructor.

CONSEQUENCES FOR CHEATING AND PLAGIARISM
Cheating is morally wrong and will not be tolerated at any time. Before an exam begins, each student must place all books, papers, notes, cell phones and other electronic devices away from the test area. If any unauthorized material is found in a student’s possession, she will be considered cheating. If any unauthorized material is found in the student’s possession or in her desk when an examination begins, she will be considered cheating on the examination.

A student who cheats during an examination will receive an automatic zero on the examination. The student’s parents will be informed of the incident by means of a phone call, and a meeting will be held within five days of the incident. The student will receive a letter of probation from the School Administration.

A student who, in the judgment of the teacher or proctor, is found cheating, or attempting to cheat, will have her paper confiscated. The teacher, student, administrator and parents will meet to discuss the incident. The final decision regarding the student’s continuance at St. Barnabas High School will be made by the School Administration after all the information has been appropriately reviewed.

First offense: A report is filed with the Dean of Students. The student receives a grade of zero, and a parent/guardian is notified by the teacher. The grade of zero may not be made up with extra credit work.

Second offense: A report is filed with the Dean of Students. The student receives a grade of zero, is suspended and a parent conference with the Dean of Academics is required.

Third offense: All of the above and a parent conference with the Principal are required.

ACADEMIC PROBATION
The School Administration carefully monitors the academic achievement of the students at Saint Barnabas. Students who fail two or more courses in a marking period will be placed on Academic Probation, and will be deemed ineligible by the School Administration to participate in any school-sponsored sport, club, activity or event.

Students should use their time wisely to address any academic deficits. A student will be placed on academic probation on the day of report card distribution. The academic probation period will last until the next report card distribution, unless the student continues to fail two or more subjects. In
that case, the student will remain on academic probation during the next quarter.

**ACADEMIC REQUIREMENTS**
The passing grade for all courses is a minimum of 65%. This is a cumulative mark, based on class work plus an end-term and/or midterm exam. In addition, all students must pass a Regents assessment exam in five areas: US History/Government, Global History and Geography, Science (Physical or Life), Algebra and English.

Semester marks are computed as 20% the first report card mark, 20% the second report card mark, and 10% the semester examination. The final average is computed as 1/5 the first report card mark, 1/5 the second report card mark, 1/10 the first semester examination mark, 1/5 the third report card mark, 1/5 the fourth report card mark, and 1/10 the second semester examination mark.

Parents should regularly inquire about their daughter’s assignments, including homework, reports, and projects. Parents should contact their daughter’s teachers if their daughter is not doing work at home.

**ADMINISTRATIVE RIGHT**
The Principal of Saint Barnabas High School has both the right and responsibility for final decisions in the area of discipline. The Principal reserves the right to dismiss any student whose behavior and/or actions are deemed inappropriate or potentially harmful by the School Administration. The right to modify stated penalties dependent on individual circumstances is also reserved to the School Administration.

**ATTENDANCE/GRADE POLICY/PHILOSOPHY**
The curriculum is designed to achieve a maximum educational effect within the minimum limited number of school days (180). Absence from school jeopardizes the ability of the student to MEET MINIMUM ATTENDANCE REQUIREMENTS FOR EACH COURSE AND/OR SCHOOL AND MAY VIOLATE New York State law requiring students to regularly attend school.

**EXCESSIVE ABSENCE POLICY:** All absences from school, Excused, Unexcused or Early Dismissal, shall be counted toward the twenty (20) days per year and/or the five (5) days per quarter absence policy (exception; approved home-study program). Students missing twenty (20) days in a school year and/or five (5) days in a quarter, WILL be deemed excessively absent, and to NOT have met the minimum attendance standards, and may not qualify for course credit and/or grade promotion. THE SCHOOL ADMINISTRATION DETERMINES THE LEGITIMACY OF A RESPECTIVE ABSENCE.
EXCESSIVE ABSENCE: Excessive absences will inhibit the academic growth of any student. If a student is deemed excessively absent, her grades WILL automatically be dropped in all subjects by the following sliding scale:

1. Absent for five (5) or more DAYS; Reduction of five (5) grade points in ALL Subjects
2. Absent for ten (10) or more DAYS; Reduction of ten (10) grade points in ALL Subjects
3. Absent for fifteen (15) or more DAYS; Reduction of fifteen (15) grade points in ALL Subjects
4. Absent for twenty (20) or more DAYS; Reduction of twenty (20) grade points in ALL Subjects

These grades are to be reflected in the individual quarterly marking periods only. Any deviation of this policy is at the discretion of the principal.

LATENESS AND EXCESSIVE LATENESS: Any student who is late (after 8:10 AM) for school must obtain a late pass from the Main Office immediately upon entering school and then present it to the class teacher. Students will receive a warning for their first three (3) occurrences of unexcused lateness. Thereafter, a detention for all subsequent unexcused lateness to school will be issued to the student. After six (6) unexcused lateness events, the student WILL be deemed excessively late, and the parent will be notified by a letter from the Dean of Students. Additional incidents of unexcused lateness to school may result in suspension and/or disciplinary probation. Seniors with a pattern of unexcused lateness may forfeit their right to early dismissal.

EXCESSIVE LATENESS: Excessive lateness, as indicated herein WILL equate to a Report Card Grade “ABSENCE” (see excessive absence) on the following sliding scale:

1. Six (6) – Ten (10) unexcused lateness’s equates to; Two (2) Extra Report Card Absences
2. *Eleven (11) – Fifteen (15) unexcused lateness’s equates to; Four (4) Extra Report Card Absences
3. Sixteen (16) – Twenty (20) unexcused lateness’s equates to; Eight (8) Extra Report Card Absences
4. Twenty One (21) or more unexcused lateness’s equates to; Twelve (12) Extra Report Card Absences

*If a student falls into this range she will automatically be suspended and placed on probation.
DETENTION/DISCIPLINE: A record of student detentions will be compiled by the School Administration and WILL become a part of the student’s permanent record. Students who have been issued two (2) or more detentions WILL be deemed to be an Excessive Violator of school regulations.

EXCESSIVE VIOLATION of SCHOOL REGULATIONS: To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. If a student is deemed to be an Excessive Violator of school regulations as indicated herein, which is specifically related to disruptive behavior; her class Participation Grades WILL automatically be dropped in all subjects by the following sliding scale:

1. Two (2) – Four (4) Detentions, equates to; Twenty Five (25%) percent reduction in Report Card Participation Grade in all subjects.
2. *Five (5) – Seven (7) Detentions, equates to; Fifty (50%) percent reduction in Report Card Participation Grade in all subjects.
3. Eight (8) – Ten (10) Detentions, equates to; Seventy Five (75%) percent reduction in Report Card Participation Grade in all subjects.
4. Eleven (11) or more Detentions, equates to; One Hundred (100%) percent reduction in Report Card Participation Grade in all subjects

*If a student falls into this range she will automatically be suspended and placed on probation.

See SBHS Student Attendance Policy for full details, expectations and standards.

ABSENCES & MAKE-UP WORK
If a student is absent for a subject test, and fails to take a mandatory make-up exam, she will receive a zero for that examination.

See SBHS Student Attendance Policy for full details, expectations and standards.

EXTENDED ABSENCE
Students may fail a course due to excessive absences which results in insufficient knowledge of the subject area.

See SBHS Student Attendance Policy for full details, expectations and standards.
GUIDANCE-RELATED ABSENCE
Juniors and seniors may receive permission to be absent from school to attend college fairs, college open houses and spring placement tests. To obtain this permission, the student must submit a note from her parent/guardian to the Guidance Counselor at least two days in advance. Permission will be granted through the Guidance Office and the School Administration. Upon returning to school, the student must submit a note from the college verifying her attendance. Seniors may request this permission twice during the year. Juniors may request it once.

ABSENCE/LATENESS DURING THE MIDTERM/FINAL EXAMINATION PERIOD
If a student is absent during an examination period, she must bring a note from the doctor indicating the nature of her illness, and that it REQUIRED HER TO STAY AT HOME. When the student returns, she will be required to complete all examinations that were missed. If a student does not bring in a doctor’s note, she will receive a grade of zero. A student who arrives late will not have extra time to complete the exam.

ABSENCE/LATENESS FOR REGENTS EXAMINATIONS
A student who arrives late will not have extra time to complete the exam. Students may not enter a Regents examination room if they are more than one hour late. Regents classes will not have exemptions and Regents examinations cannot be retaken since Regents Exams are only administered on the date and time designated by the New York State Board of Regents. Students who are absent from a Regents examination must take the examination in summer school.

BOOKS
The student is financially liable for lost or damaged books. It is the student’s responsibility to care for textbooks. Failure to do so will result in disciplinary and financial action.

CLASSROOM BEHAVIOR
Students are expected to abide by class and course guidelines and Saint Barnabas High School Code of Behavior.

COURSE GUIDELINES
At the opening of school, each teacher of an academic course provides guidelines for class expectations and successful course completion specific to the content area. Parents and students will sign these Course Guidelines as a confirmation of understanding and compliance with the expectations and requirements outlined in the guidelines.

CURRICULUM/GRADUATION REQUIREMENTS
A student must satisfactorily complete a four-year course of study approved by the Board of Regents of the State of New York and Saint Barnabas High School.
To qualify for graduation from Saint Barnabas High School, a student must meet the following state requirements in addition to the school’s requirement of four units of Religion, 60 hours of Christian Service and two units of Foreign Language.

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<tr>
<td>Minimum Credit requirements:</td>
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<tr>
<td>English</td>
<td>4 units</td>
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<tr>
<td>Social Studies</td>
<td>4 units</td>
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<tr>
<td>Mathematics</td>
<td>3 units</td>
<td>3 units</td>
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<tr>
<td>Science</td>
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<tr>
<td>Health</td>
<td>0.5 unit</td>
<td>0.5 unit</td>
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<tr>
<td>Art/Music</td>
<td>1 unit</td>
<td>1 unit</td>
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<td>Core credits:</td>
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<tr>
<td>Second Language</td>
<td>2 units</td>
<td>3 units</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Electives/Sequence courses</td>
<td>3.5 units</td>
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<tr>
<td>Required minimum:</td>
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<td>22 units</td>
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**Minimum Regents Examination Requirements:**
- RE Comprehensive English: YES* YES
- RE CC Algebra: YES* YES
- RE CC Geometry: NO YES
- RE CC Algebra II: NO YES
- RE Global History & Geography: YES* YES
- RE U.S. History & Government: YES* YES
- RE Science: YES* YES
- RE in a second Science: NO YES

**Regents Diploma requirements, New York State Board of Regents:**
Students must pass all five Regents with 65% or greater. Students who wish to acquire an Advanced Regents diploma must score 65% or greater on all eight Regents exams taken.

- **NYS Regents Diploma,** with a minimum passing grade of 65% in all of the following: Comprehensive English, Integrated Algebra, Global History/Geography, US History and Government, Physical or Life Science.

- **Regents Diploma with Honors Designation** requires an average of 90% in all five state exams referred to above.

- **Regents Diploma with Advanced Designation:** In addition to the above requirements, the advanced designation requires passing the following Regents exams: Geometry and Trigonometry and an additional science (Physical or Life Science depending on completion of previous science Regents exam), plus three years of a foreign language.
**Regents Diploma with Advanced Honors Designation** requires an average of 90% in all eight state exams referred to above.

A senior who fails two subjects or whose tuition and/or fees are not paid in full may not participate in the graduation ceremony.

**DISCIPLINE**
Students at Saint Barnabas High School are expected to observe a code of behavior rooted in the school's philosophy and objectives. Students are expected to treat each other, their environment and their teachers with respect, compassion and awareness of the needs of others. In becoming a student at Saint Barnabas High School, you have entered into a contract with the school in which you agree to cooperate with all school regulations and to be the best representative of the values and beliefs of your school on all occasions in school and out of school.

**PRESENCE AT WRONGDOING**
Students who are present when behavior contrary to the spiritual, intellectual, moral and social values of a well-defined woman in society and/or any provision set-forth in the Student Handbook, is evident, have the obligation to remove themselves immediately from the situation and report same to a SBHS Administrator and/or Teacher. Otherwise, said Student WILL share in the responsibility and consequences related to such behavior. The consequences may include, but not limited to, detention, probation, suspension and/or dismissal.

**FAILURE OF A REGENTS COURSE**
Students who fail a Regents course or a required Regents examination must attend summer school and pass the Regents in order to qualify for a Regents Diploma.

**FAILURE OF A NON-REGENTS COURSE**
Students who fail a non-Regents course are required to attend an approved summer school to make up the work.

**GRADES**
The passing grade is 65%. The actual grade for New York State Regents examinations must be recorded on the report card.

**FIRST HONORS**
First honors are awarded to students who have achieved an average of 89.5% or more, and do not have any grade lower than 75%.

**SECOND HONORS**
Second honors are awarded to students who have achieved an average of 84.5% or more, and do not have any grade lower than 70%. 
INTERNET ACCESS – ACCEPTABLE USE

Freedom of inquiry and access to information is fundamental to the development of our society, and the right of all students and staff. Online electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through world-wide communication and exploration.

Online resources such as the Internet can be used to educate, to inform, to communicate and to entertain. As a learning resource they are similar to books, magazines, videos, CD-ROMs and other information sources.

Students and staff have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information.

Internet users at this school are expected to use the Internet as an educational resource. Students may only use computers and the internet for educational purposes during the school day.

- Students are required to sign Saint Barnabas High School's Contract for Acceptable Use indicating they understand and accept the school guidelines for computer/tablet use and the use of the internet. That contract will be given to students in September.

INTERNET USE OUTSIDE OF SCHOOL

Use of the Saint Barnabas High School name or logo on the internet or on outside web sites is strictly prohibited. Students may not represent themselves as Saint Barnabas High School students on any social media or web sites such as Facebook, Twitter, Instagram, etc. unless authorized by the School Administration. This includes posting of any type, including pictures that may damage the reputation of the school. Social media will be monitored and any inappropriate postings will result in disciplinary action by the school. Any student in violation of this policy is subject to disciplinary action, including suspension and/or possible expulsion. Parents are urged to closely monitor their daughter’s internet use in order to ensure her safety.

The School Administration has the right to request and review any social media brought to its attention by a student, parent, faculty member or a law enforcement agency.

LIBRARY

The library will be open during the school day according to the schedule of posted hours. Students may use the library and its resources for independent reading, reference, and research, and quiet work is an expectation. Circulation books may be borrowed for two weeks and may be renewed if no one has reserved them. Periodicals, pamphlets and articles may be borrowed for a shorter time. It is essential that all materials be returned on time since others may need them. Fines will be charged for lateness. Any lost or damaged materials must be replaced at the expense of the borrower.
PARENT CONFERENCES
Parents are required to pick up report cards at the end of the first and third quarters. Teachers will be available for conferences at this time.

PARENT PLUS PORTAL
Parent Plus Portal is Saint Barnabas High School’s (SBHS) primary communication tool between parent/guardian, student/Teacher. This system is an interactive web portal that integrates seamlessly with our student information system.

It is the expectation of SBHS; that the parents/guardians of ALL active students enrolled at SBHS WILL utilize the Parent Plus Portals to keep themselves informed of their daughter’s educational progress and related school activities.

Parent Plus Portals has been designated as the primary communication source between parent/guardian, student/teacher for the following student databases and school services:

Note: *Some of these available features maybe utilized at the discretion/direction of a respective teacher

- Grades - teachers will post assignment grades and progress updates for their courses;
- Report Cards - will ONLY be made available electronically online during the 2nd and 4th quarter, via Parent Plus Portals. Please see school calendar for specific dates;
- Progress Reports - will ONLY be made available electronically online via Parent Plus Portals, approximately four weeks before the end of each academic quarter. Additional progress reports may be distributed if the teacher deems it necessary. Please see school calendar for specific dates;
- Attendance;
- Schedules;
- Discipline;
- *Web Lockers - for students to submit work between teacher and student;
- *Integrated email and message capability;
- *Alerts and Announcements (Admin Plus Notify):
  - In the event of SBHS, local and/or national emergency;
- SBHS closings, delays and/or early dismissals due to inclement weather and/or any other condition requiring school closing;
- Regular correspondence between SBHS, and SBHS Families.

- Parent/Guardian update of demographic and/or contact information – This is a SBHS Requirement

To help assist our parents/guardians in their efforts to encourage their daughters to succeed and excel in all their educational endeavors here at Saint Barnabas High School; every parent/guardian WILL receive an individualized Parent Plus account associated with their daughter’s enrollment here at SBHS.

If a parent/guardian is presented with a hardship and/or other condition, which provides them with unquestionably NO internet access; SBHS Administration must receive a formal written notification explaining the details of the hardship before an alternative arrangement is made.

PROGRESS REPORTS
Progress Reports are distributed four times per year. These reports are provided to students by subject teachers who believe some deficiency exists in the student’s grasp of the subject matter or some other problem, which may exist in the classroom. (See Parent Plus Portal herein for further details, expectations and standards regarding progress report access and/or distribution)

REPORT CARDS
Report Cards are issued four times per year at the conclusion of each marking period. All parents/guardians are required to come to school for the first (1st) and third (3rd) quarter report cards. During these times; parents/guardians are required to sign the report card and students must return the signed report card to their homeroom teachers by the stipulated date. Failure to return a signed report card may be subject to disciplinary action.

Fourth Quarter - All grades on the fourth quarter report card will reflect the actual number average, e.g., if your average is a 25%, a 25 will appear on the report card. (See Parent Plus Portal herein for further details, expectations and standards regarding report card access and/or distribution)

SCHOLARSHIPS & FINANCIAL AID
Scholarships are renewable each year, based upon academic standing, behavior, attendance and punctuality. Students who do not meet those
guidelines may forfeit their scholarship award for the following school year. Families who require financial aid must apply/reapply every year.

**SEMESTER COURSE POLICY**
If a student fails a semester course, she must go to summer school.

**STUDENT LIFE**

**ACCIDENT INSURANCE**
The school is responsible only for immediate first aid. The school does not pay any medical or hospital bill incurred as a result of an accident to the student at school and/or any school sanctioned activity, including transportation to and from such activities. The parent/guardian is responsible for the payment of such bills.

Each student is covered by school insurance. Information regarding this insurance plan will be provided during the first week of school. In the case of an accident, no matter how minor, the student should report that accident immediately to the teacher and the School Administration. The student will fill out an Injury Report. In the case of severe accidents or acute illness, emergency medical assistance will be contacted and the parents will be notified immediately.

Legally, the school is not allowed to dispense medication. Students who wear contact lenses should have the necessary solution in their locker. Students who have asthma should carry their inhaler with them at all times.

**ASSEMBLIES/CONVOCATIONS**
When attending assemblies/convocations, students will show respect and follow the guidelines outlined below.

- Move in a quiet and orderly manner through the halls and into the auditorium/chapel.
- Sit with their assigned class.
- Follow the instructions of the assembly moderators.
- Remain courteous and attentive.
- Cooperate with instructions given for dismissal.
- Dress uniform (skirt or pants and school sweater) are required.

**CAFETERIA**
Since so many students relax and eat in this area, students are expected to cooperate and follow regulations. Students should stand in a single-file line and wait their turn to be served.

Every student is expected to:

- Be in the cafeteria at the beginning of her assigned lunch period.
- Enter the cafeteria for lunch by the 241st street door (with the exception of students in Grade 12 using the senior staircase).
- Pay for her food – no credit.
• Be polite and courteous to the cafeteria staff.
• Eat in the cafeteria. **No food or drink may be brought to or eaten anywhere outside the cafeteria.**
• Keep the table and area around the table clean.
• Place trash in the designated containers.
• Use good table manners.
• Put chairs back in place and clean off the table after eating.
• Recycle bottles and cans.
• Go quietly to class when leaving the cafeteria.

Students may **not:**

• Have lighted candles on birthday cakes.
• Make loud noises or run in the cafeteria area, on the stairs or in the corridor.
• Leave the cafeteria before the bell rings ending the lunch period.
• Bring food or drinks outside the cafeteria.
• Congregate in the stairways or halls.
• Have speakers on phones or Ipods or play their video, phones or music on speakers in school.
• Utilize the Faculty staircase (excluding emergency conditions/situations)
• Freshman, Sophomores and Juniors may not utilize the Senior staircase (excluding emergency conditions/situations)

**CARS**
Student parking is not available on school grounds; those who drive to school must abide by the city’s parking regulations. Saint Barnabas High School is not responsible for damage to vehicles parked in the school’s parking lot or in the neighborhood.

**COMMUNICABLE DISEASES/HOSPITALIZATION**
Students returning to school after a hospitalization or recovering from a communicable disease must be readmitted by the School Administration. Communicable diseases include German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye) and mononucleosis. A copy of the medical release will be attached to the student’s health file.

**COMMUNICATION – KEY TO SUCCESS**
Respect is the basis for all interactions, and communication is valued. **It is the policy of the school that the members of the faculty, staff and administration will only meet with the parents and legal guardians of a student.** The members of the faculty all have school email addresses, which should be used to communicate with parents and students. Students, faculty and staff are asked to show respect for each other by using appropriate language and behavior. Obscene or abusive language will not be tolerated.
Threatening language or behavior is harassment/bullying and will be grounds for disciplinary action and possible expulsion.

CONDUCT AT EVENTS
A Saint Barnabas student is expected to conduct herself appropriately at all times in and outside of school.

Students are expected to exhibit the proper behavior the school requires at all school events, including athletic competitions, home and at away games. This includes, but is not limited to, no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after a game.

Failure to abide by the rules will result in disciplinary action.

CONFLICT RESOLUTION
When conflicts, disagreements, etc. arise, students are encouraged to seek help from their teachers, Guidance Counselors, and School Administrators.

CUTTING CLASS/CLASS SUSPENSIONS
Students are expected to be in their classes at all times. If a student cuts a class, the student’s parents will be informed of the incident, a conference will be held with the School Administration, and a disciplinary referral will be issued. Students who cut class receive a zero on any test, project or work due on that day.

If a student is asked to leave a classroom because of inappropriate behavior or lack of class preparation, parents will be contacted by the teacher before the end of the school day. The teacher, student and Dean of Students will meet to discuss the incident and appropriate disciplinary action.

DETENTION
To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Disciplinary action will be taken when any individual’s actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct and/or re-direct individuals for school violations at any place and at any time. The only real discipline is self-discipline.

Detention takes place every day during the students respective Lunch Period, here at Saint Barnabas High School. An intercom announcement is made daily, and a list is prominently posted of those students who are expected to serve detention. Parents/Guardians will also receive a prior notification correspondence (email, text message, voice mail) regarding the detention assignment. Students will be given an assignment to complete during this time and will be dismissed from detention by the Dean of Students. Additionally:
A record of student detentions will be compiled by the School Administration and will become a part of the student’s permanent record;

Students who have two (2) or more hours of detention may not participate in after school sports and/or activities until they have zero hours of detention;

Students who have been issued two (2) or more detentions WILL be deemed to be an Excessive Violator of school regulations. Students deemed to be an Excessive Violator of school regulations as indicated herein, with violations specifically related to disruptive behavior, WILL have their class Participation Grades automatically dropped in all subjects. (See EXCESSIVE VIOLATION of SCHOOL REGULATIONS herein, for further details)

Students must clear all detention hours by the end of each semester. Students may not carry detention hours from first to second semester; Final report cards will not be released if detention hours are not served by June;

When a teacher issues a student a detention notice; The White copy is the Parent/Guardian copy; The Yellow copy is the School Administration copy; The Pink copy is the Teacher copy;

The student must submit the signed Parent/Guardian copy of the detention slip to the School Administrator/Dean of Students upon entering the detention room;

Students will be required to serve detention on the day assigned. If an emergency situation exists, the School Administration will make a determination when the detention will be served;

Students will receive an additional two days of detention if they fail to serve detention;

Students are expected to report on time to detention.

DISCIPLINARY PROCEDURES
To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Disciplinary action will be taken when any individual’s actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct individuals for school violations at any place and at any time. The only real discipline is self-discipline.
Referral of a student to the School Administration is used as a last resort after teachers have exhausted all other appropriate preventive and corrective measures. If a student reaches the level of School Administration, the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly and as fairly as possible. In many instances, parents/guardians will be contacted.

**DISCIPLINARY PROBATION**
Disciplinary probation will be issued at the discretion of the School Administration. Students who are placed on probation for excessive violations of school regulations will not be permitted to participate in any school-related activities until removal from probation.

**DISCIPLINARY REFERRALS**
Disciplinary Referrals are not used lightly. They are used to document continued unacceptable behavior. If a student is disruptive or follows a behavior pattern that is unacceptable, a Disciplinary Referral will be issued by the School Administration. Copies will be sent to the parent/guardian, given to the teacher and Guidance Counselor and filed in the office. This Disciplinary Referral may include detention, suspension, loss of privileges, probation or expulsion.

The course of action that will be followed by the School Administration:

- A meeting will be held with the student.
- A phone call will be made by the School Administration to the parent/guardian of the student.
- The School Administration will meet with the parents and student after the second Disciplinary Referral is issued.
- The student may be asked to leave the school at the end of the semester after the student has received the third disciplinary referral.

A student who is involved in truancy, harassment/bullying, physical fighting, smoking, drinking alcoholic beverages or using drugs will be suspended from classes and her parents will be required to come to school to meet with the School Administration. A letter recording the incident and signed by the parents and the student, will be kept on file and the disciplinary action will be decided at this time. All of these offenses are also grounds for expulsion, at the discretion of the Principal.

**DISMISSAL PROCEDURE**
Due to certain situations, a student occasionally may have to leave school before dismissal. We request that the parent/guardian try to make medical, dental and business appointments for hours after the school day or for weekends. When the need arises, the procedure is as follows:
• A note from the parent/guardian must be brought to the school secretary in the main office before homeroom, the day the student is to leave early. This note should include the reason for leaving, the time and date of dismissal and the telephone number where the parent/guardian can be reached for verification.

• The student will be issued a Permit to Leave School Form to be approved by all her subject teachers and return it to the School Secretary. The student will see her teacher(s) and obtain the assignments for the classes she will miss and/or take the scheduled exam.

• Before leaving the school building, the student must sign out in the daily office book. Proof of an appointment will be required upon return to school for an excused absence.

In every instance of leaving early, the student is responsible for completing any exam, missed class assignment or homework. If the reason for leaving early is approved, the teacher will allow a reasonable period of time to complete the work. No student may leave the school without the permission of the School Administration. All students must exit from the main office. Any student who does leave without permission will receive a disciplinary referral and her parents will be notified.

DRESS CODE
All students must be in compliance with the proper dress code at all times. Students must be in complete uniform before leaving the cafeteria in the morning. When entering homeroom in the morning, students must already be in full uniform. They may not change in homeroom. For complete and proper Saint Barnabas dress code, see the section on Uniforms.

DRESS DOWN DAYS
Occasionally students have an opportunity to dress down. Students must dress appropriately if they would like to participate in this privilege. Appropriate attire includes the following:
1. jeans (no rips) 4. Skirts
2. Shirts 5. Sweatshirts
3. Sneakers 6. Warm-up suits

The following may not be worn on dress down days:
1. Shorts 9. Short or tight fitting skirts or dresses
2. Bare midriffs 10. Tight blouses, shirts or sweaters
3. Halter 11. Tight pants including spandex
4. Tank tops 12. High-heeled shoes
5. Head coverings 13. Off the shoulder blouses
8. Yoga pants
15. Cut or ripped jeans
16. Leggings

If a student wears inappropriate attire, disciplinary action will be taken. Students may be required to dress in a school uniform that is available in the Dean of Students Office. All decisions regarding the appropriateness of attire are left to the discretion of the School Administration. Students may be sent home if the School Administration deems that they are in violation of the school’s dress code.

**DRUGS/ALCOHOL**
A student who is involved in drinking alcoholic beverages or using drugs will be suspended from classes and her parents/guardians will be required to come to school to meet with the School Administration. A letter recording the incident and signed by the parents/guardians and the student will be kept on file and the disciplinary action will be decided at this time. A condition for the student’s return to school will be enrollment in a rehabilitation program. Any student involved in the selling of drugs will be expelled.

**ELECTRONIC DEVICES**
Our goal is to establish the basic structure for the use of personal electronic devices owned by students enrolled at Saint Barnabas High School (SBHS).

This policy is intended to ensure that SBHS student personal electronic devices possessed on/in Saint Barnabas High School campus/property do not interfere with the learning, care, welfare, safety, and security of students and staff at SBHS.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular telephones, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, wearable devices/smart wearables, including smart watches, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

Additionally, all said personal and school issued electronic devices chronicled herein, are subject to search by SBHS Administration when there is reason to suspect and/or believe that the learning, care, welfare, safety and security of students and staff at SBHS has been interfered with. Students, parents/guardians are advised; that students have no expectation of privacy
with regards to any student personal and/or school issued electronic device that they (Student) bring in/on to the SBHS school campus/property.

The Administration of Saint Barnabas High School believes there is no legitimate reason that a student should need to use a cellular telephone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent/guardian, or other responsible adult with that situation by utilizing available school communication devices, strategies and processes. **We kindly ask parents/guardians to contact the school directly if they feel the need to contact their daughter during the school day for any reason.**

With regards to school-issued computers, laptop computers, Chromebooks etc.: It should be noted here that school issued electronic devices may only be accessed and utilized at the sole direction/discretion of a SBHS Administrator and/or Teacher as it relates to fostering the educational process/environment, and in accordance with established standards set forth in the SBHS Student Handbook.

**Prohibited Uses of Electronic Devices**

Student personal electronic devices, including cellular telephones **May Not Be; turned on, and/or in use, and/or seen, and/or heard, anywhere, at any time on/in the SBHS school campus/building/property, while the school campus/building/property is open to students, and/or is in session for classes, including after-school consultation and/or school sanctioned events**. A violation of this standard provides authority to school personnel; to confiscate student personal electronic devices and submit them to the Dean of Students for safekeeping and subsequent initiation of the schools disciplinary process as set forth in the SBHS Student Handbook.

Additional prohibited uses of student personal electronic devices (including cellular telephones) include, but are not limited to; use of electronic devices to cause any disruption in the educational process/environment and/or for unethical or illegal purposes. Cheating on assignments and/or tests, harassing and/or bullying others, and taking and/or distributing unauthorized photographs and/or recordings of other people, including but not limited to other students, teachers, staff and visitors of/at SBHS. Student personal electronic devices may not be used to access any obscene, threatening and/or otherwise inappropriate material via any form of electronic communication. Livestreaming and/or social media posting during the school day are not allowed and automatically violate the electronic device policy. Student personal electronic devices may not be used for any activity prohibited by this policy and/or the SBHS Student Handbook, to circumvent Saint Barnabas High School network security and/or for any unauthorized access to and/or inappropriate use of the SBHS computer network. SBHS will not
be responsible, and/or liable for, the theft, loss, data loss, damage, destruction, misuse and/or vandalism of any student’s personal electronic device brought onto SBHS property.

Refusal by a student to surrender the device is not an option. Electronic devices, cellular telephones, etc. confiscated WILL only be returned to a parent/guardian before/after school and/or if time permits during the school day. Accordingly, it is advised that parents make arrangements with administrators to pick up their child’s personal electronic device. Student personal electronic devices confiscated as a result of further violations will be met with a continuum disciplinary process in accordance with this policy and the SBHS Student Handbook.

**Student Refusal to Surrender (Personal/School-Issued) Electronic Device Procedure**

If a student is found to be in violation of the Electronic Devices Policy, she will be asked by school personnel to relinquish the device. If she refuses to surrender the device immediately, an administrator will be summoned to assist, and the student will be escorted to the office of an administrator. The administrator will attempt to convince the student to relinquish the device. If the student does so, she will receive the appropriate consequence as prescribed herein, and the device will be returned to a parent/guardian only. If the student still refuses to relinquish the electronic device, her parent/guardian will be contacted, she will be immediately suspended from attending school and a parent/guardian conference will be scheduled with the schools administrative team to discuss the expectations and conditions required for the student’s return to school.

**Consequences; Electronic Devices Policy Offenses**

At the first offense; the student will receive one (1) detention assignment. The device WILL be confiscated and only returned to a parent/guardian.

At the second offense; the student will receive two (2) detention assignments. The device WILL be confiscated and only returned to a parent/guardian.

At the third offense and every offense thereafter; the student WILL be suspended from attending school, the device WILL be confiscated and only returned to a parent/guardian, and a parent/guardian conference WILL be scheduled with the administrative team to discuss the expectations and conditions for the student’s return to school. At this time, the student may receive additional consequences and conditions including but not limited to, required professional counseling, probation and/or dismissal/expulsion from school.
We have reached a point in today’s society where personal electronic devices are treasured. They are an excellent communication tool and help any concerned parent/guardian to stay connected with their child. However, we must be sure these great devices are utilized appropriately and in accordance with Saint Barnabas High School’s philosophy to produce in its students the spiritual, intellectual, moral and social values of the well-defined woman in society. We have instituted a very clear and concise policy regarding the use of student personal and/or school-issued electronic devices here at Saint Barnabas High School. We greatly appreciate your cooperation with this policy.

**EXPULSION**

At the discretion of the Principal, a student may be dismissed from Saint Barnabas High School for:

- Repeated violations of school directives
- Excessive absence and/or lateness
- Unacceptable behavior of a serious nature
- Using and/or selling drugs or alcohol
- Failing three or more subjects in June

**EXTRACURRICULAR ACTIVITIES**

Many extracurricular activities are available to Saint Barnabas students. As the needs and interests of our students change, so too will the clubs, activities and events.

**FINANCES**

- All tuition inquiries will be handled at the School Office by the School Bursar.
- All tuition and fees must be up to date or the student may not attend classes. Transcripts, diplomas and report cards are withheld for non-payment of financial responsibilities.
- Students may not participate in graduation and other senior activities if financial obligations have not been addressed.
- The Registration and General Fees are non-refundable and non-transferable.
- Only cash or money orders will be accepted after June 1 for the current year’s tuition.
- Families requesting financial aid must file the appropriate materials with Smart Aid by the due date. Failure to reapply by the appropriate time each year can result in the loss of aid for the following school year. Students who receive financial aid must maintain good academic, behavior and attendance requirements as determined by the school administration. Students and
parents/guardians who receive financial aid must also participate in school-designated program(s). Failure to maintain the above criteria can result in the loss of aid for the current school year and future years.

**FIGHTING**
A student who causes or participates in a physical fight either in school or on her way to or from school is subject to disciplinary action, including immediate suspension and possible expulsion. Both parents/guardians and the student involved must attend a conference with the School Administration to determine the final action.

Students may be required to attend anger management sessions in order to continue at Saint Barnabas.

**HARASSMENT/BULLYING**
Harassment/Bullying is a serious issue and is not tolerated at Saint Barnabas High School. Any student who uses physical and/or verbal methods or technology to annoy, tease, embarrass or intimidate another student on a regular basis is deemed to be engaging in behavior considered to be harassment/bullying. Any student found to be complicit of harassment/bullying will meet with the School Administration who will determine the next course of action. Parents/Guardians may be required to attend a meeting with the School Administration. The student could be subject to disciplinary action including possible suspension and possible expulsion.

Harassment/bullying that takes place between students outside of school affects behavior in school. This includes internet bullying. Any student who causes another student to feel unsafe in school or on the way to/from school will be dealt with in the same manner outlined above.

**HEALTH FORMS**
All new students must have a completed Medical Report Form before admission to class. New York State and City laws require that a TB test and an immunization record be included on this medical form. Disciplinary action will be taken if the form is not returned by the scheduled due date to the school’s Health Coordinator.

**HOMEROOM**
Each student is assigned to a homeroom class. It is expected that all students will:

- Report to homeroom on time and in full uniform.
- Go to their locker and get their books.
- Stand for prayers and be respectful during Prayer and the Pledge of Allegiance.
• Be seated and quiet while attendance is taken and attentive to announcements made over the public address system.

• Report to homeroom before leaving school for the day.

Students are not allowed to leave homeroom except with special permission from the homeroom teacher.

**ID CARDS**

A Student Identification Card (ID) is issued to each student at the beginning of the school year. Students are expected to wear/display their Student ID card at all times while in school. The Student ID card shall be affixed to the students Saint Barnabas High School issued lanyard at all times, and worn around the student’s neck overlaying their outermost school uniform garment. Student ID cards are never to be loaned to anyone for any reason. If the Student ID card is lost, the student will be charged for the replacement. Failure to present/display the card when asked by a Teacher, Administrator and/or other school Staff member will be considered a violation and may result in disciplinary action. The Student ID Cards are school identification and must be surrendered upon cessation of the student’s enrollment at Saint Barnabas High School.

**EMERGENCY DRILLS**

Emergency drills are important, and are serious exercises, which may save lives. There a specific rules for each emergency drill. All students are expected to act in accordance with those rules. Information about emergency grades are announced over the PA system.

**GENERAL RULES FOR EMERGENCY DRILLS**

• Students will close windows. The last student out of the room will turn off all the lights and close the classroom door.

• **In silence**, students will follow designated exit instructions, keep in single file, walk not run, and proceed to a distance approximately 100 feet from the point of exit, turn and await the signal to return to class.

• Each teacher will accompany the class to the designated area to wait for the signal to return. The teacher will take attendance once the group has reached its proper distance from the building.

• When the all-clear is sounded, everyone will return to their classrooms in the same orderly fashion, maintaining silence, until an intercom announcement signals the end of the drill.

**NOTE:** All students are expected to act accordingly. The entire building must be evacuated during an emergency drill.
Lockdown drills are practiced in the event an intruder should enter the school building. Via a pre-arranged code, students and faculty are alerted to seek positions of safety throughout the building.

FIELD TRIPS
Educational field trips are planned in advance and approved by the School Administration. Students are required to take home a Field Trip Permission Form that must be signed by a parent/guardian and returned to the teacher.

IMPORTANT: Parental permission forms are required for each school field trip. If a student forgets to bring the form home, a parent/guardian must copy the proper form and fill in the appropriate date and place. No other form or note will be acceptable.

Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in place of the proper form.

The trip registration and payment are handled through the subject teacher or in the homeroom. The type of trip determines the dress code. Students must always be dressed and behave appropriately - no ripped jeans are allowed. Proper attire and behavior are expected of all.

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation, if they fail to meet academic or discipline requirements. Students who receive financial aid are ineligible to participate in long-term school trips over school vacation periods.

FLOWERS, GIFTS, ETC.
The school does not accept flowers, gifts, etc. for students.

ILLNESS DURING THE DAY
Any student who becomes ill during the school day must:

- Report to her subject class teacher, who may send her to the Main Office.
- The student’s condition will be evaluated, and a phone call placed to the parent/guardian who will determine if the student returns to class or should be sent home.
- The student will be given a form for each of her teachers to sign indicating work missed during her time of illness.

If a student is too ill to return to class:

- The office will notify the parent/guardian.
- Parent/guardian will arrange for their daughter’s transportation home.
- The student will sign-out in the Main Office.
The student will call school and the parent/guardian when she arrives home if not picked up by the parent at the school office.

If it is necessary for a student to take any form of medication at school, a signed note from a parent must be submitted to the School Administration. Medications will be kept in the Main Office.

**INJURIES** (See Medical Information)

**LATENESS**
See **LATENESS AND EXCESSIVE LATENESS** herein.

**LATE TO CLASS**
Faculty may issue a detention for any unexcused lateness for class.

**LATE TO SCHOOL**
Any student leaving before E period or arriving after D period will be considered absent for the day. If a student will be late, the parent must call the Main Office to report her lateness before 7:30 a.m. Lateness is an automatic detention.

**LITURGIES**
Special Masses and Prayer Services are planned throughout the year for the total student body. A reverent atmosphere is expected. The goal of religious education and these prayer experiences is to help the student appreciate her Catholic faith, personally and as a member of the church community. Non-Catholic students are expected to attend these liturgies, behave respectfully at all times, and participate as appropriate.

**LOCKERS/LOCKS**
Students are assigned a classroom locker for books and personal belongings. Only the combination lock provided by the school may be used to secure this locker. Lockers must always be locked when not in use. Students cannot give the combination to anyone else. The school is not responsible for personal belongings that are not properly cared for by the student if the locker is left unlocked.

**LOST AND FOUND**
Any student who finds a lost or misplaced article should take it to the Main Office immediately. Students looking for lost possessions should check in Lost and Found in Room 102.

Each student should have her name written in all her belongings: gym clothes, textbooks, etc.

Students may go to their lockers before homeroom, before lunch and at dismissal. The lockers and locks are the property of the school. There should be no expectation of privacy in school lockers.
**MEDICAL INFORMATION**
Good health is a prerequisite to learning. As a matter of fact, good health is essential to most successful activities. All students must have updated medical information on file at the school. All students must provide the necessary proof of immunizations required by New York in order to attend classes. Students may be kept from attending classes, sports and physical education if they do not have the appropriate medical information on file.

**MEDICAL TRANSPORTATION**
It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. A student may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. If an ambulance is called for a student, the parent/guardian is responsible for any costs associated with the ambulance and emergency care.

**RECORDING DEVICES**
No student is to have in her possession any type of recording device while in school without the permission of the School Administration. Any unapproved item will be confiscated and held by the Administrators. These items will be returned to the parent/guardian only.

**SCHOOL BUILDING/PROPERTY**
Each student is expected to cooperate in maintaining cleanliness in all areas inside and outside the school building. Chewing gum is not permitted in the building. Graffiti and other damage to any part of the school premises are serious violations, subject to disciplinary action, including expulsion. Students are financially liable for all accidental or deliberate damage they may cause.

Asbestos is a fireproofing material found in floor tiles, and is used as an acoustical material to deaden sound. Saint Barnabas High School is inspected annually by an environmental engineer to ensure that all building materials are safe and in good condition for students and staff.

**SPORTS PHYSICALS**
Prior to participating in any sports programs, including tryouts and practices, students are required to have a physical. Medical approval of participation must be submitted to the Athletic Director.
SCHOOL CLOSING/SCHOOL NOTIFICATION SYSTEM
Saint Barnabas High School (SBHS) utilizes our Student Information System – Notify, for our School Notification System. This platform will allow SBHS Administration too quickly and easily Notify and inform the entire SBHS community. Additionally, this system provides and allows us the ability to quickly Notify ALL of the SBHS community contacts via email, text and voice message simultaneously. Some of the notifications include:

- Emergency Alerts;
- News Updates and Events;
- Attendance Notifications;
- School Cancellations/Closings and/or Delays.

We will use the email addresses and telephone numbers that parents/guardians provide for specific school announcements, calendar updates and reminders on a real-time basis.

SCHOOL DAY SCHEDULE
The school building is officially open from 7:30 a.m. until 5:00 p.m. most days. Classes are in session from 8:05 a.m. until 2:29 p.m. No student may leave the building without permission during the school day. Students may only remain in the school building or on school property when they are participating in a supervised after school activity. All other students are required to leave the building at dismissal time.

SCHOOL EMAIL
All members of the Saint Barnabas High School community are issued a school email address, which is to be checked daily and used for all electronic correspondence.

SECURITY
Students, faculty and staff do not open the school doors to anyone. Visitors should enter the school by the main doors on 240th Street and go directly to the Main Office. (See Visitor Policy herein for further details)

In any emergency, contact the Main Office.

No student may remain in a classroom or any area of the building unless supervised by a faculty member or an adult.

SENIOR PRIVILEGES
Senior privileges are given to the graduating class by the School Administration in recognition of their Senior class status. Misuse will result in forfeiting Senior privileges.
SERVICE PROGRAM

Service builds character, fosters a heightened awareness of the need for charity in our world and establishes in the soul of a teenager the resolution to help build up the kingdom of God. The Saint Barnabas High School Service program is an integral part of each student’s education and faith formation. It is also a requirement for graduation.

For these reasons, each student at Saint Barnabas High School will perform at least fifteen (15) hours of community service during each school year. In order to graduate from Saint Barnabas High School, a student must complete a total of sixty (60) hours of community service.

A student cannot be paid or compensated for service hours and must provide service to a non-profit organization. A non-profit organization (NPO) is an organization and/or charity that operates for the good of the community, not to generate a profit. Examples of this are parishes, churches, schools, nursing homes, hospitals, libraries, community gardens, soup or pantry kitchens, community centers, after school programs, etc.

Service does not include babysitting for family, helping out at home or at a parent’s place of business – even if there is no monetary compensation.

In addition to participation with a non-profit organization, participation in various walks for charitable organizations and service to the school will be considered acceptable forms service.

A list of organizations will be available to each student at the beginning of the school year. There will be updates to the opportunities throughout the school year by announcements and postings on the school bulletin board. This list will offer some suggestions as to where students can serve. A log sheet will also be given to each student. The student must keep a record of where she serves and what type of service she provided. This log must be handed in to each student’s religion teacher by the date designated in the school calendar.

Please note that each student is responsible for seeking the approval of her religion teacher before she begins a service project. If a student has service hours at an unapproved organization and/or at home, the hours will not count.

Each student must complete and turn in a reflection paper to her religion teacher with her service log. Students who do not complete service and/or who fail to turn in the reflection paper will receive a zero for that assignment.
Students who fail to complete all their hours for a given year should be aware of the following consequences:

Service hours missing from one year will be carried over into the following year. Students will be responsible for making up the hours missing from the previous year in order to complete her service hour requirement.

If a discrepancy should arise as to whether or not a service experience is acceptable, the campus ministry team will review the service for a final determination.

It is our hope that each student will realize that service is a lifelong commitment and reflects the gospel and community values which are the heart of our school community.

**SMOKING**
Students represent Saint Barnabas High School when in school uniform. Saint Barnabas High School is a smoke-free school in accordance with the Administrative Code of the City of New York. In the interest of the good health of the entire student body, of fire prevention, and in compliance with New York City code, smoking and/or using any type of e-cigarette devices, including vaping, juuling, etc., is prohibited in the school building and anywhere visible in the community. Violations may result in disciplinary action.

**SUSPENSION**
Students who are asked to leave a classroom because of inappropriate behavior or lack of class preparation will report to the Main Office, complete the Suspension from Class Form. Parents will be contacted by the teacher if a student has been removed from a class. Should the situation continue, parents will be contacted by the School Administration.

Students may be suspended from school only by the School Administration for failure to meet tuition payments, harassment, fighting and other serious violations of school policy. If a student is suspended from school for disciplinary reasons, all in-school classwork (tests, quizzes, assignments, etc.) may not be accredited.

**TELEPHONE MESSAGES**
Telephone messages and students calling home are not permitted unless there is an emergency. If necessary, students must ask for permission to use the school telephone in the Main Office.

**THEFT**
Stealing is regarded as a serious offense. Any student found involved in theft is subject to expulsion.
TRANSPORTATION

Students using transportation provided by the public school district, as well as students using public transportation in general, are representing Saint Barnabas High School at all times. It is expected that students comply with the rules and regulations of transportation vehicles and conduct themselves in an orderly and ladylike fashion at all times. There should be no smoking, pushing, loud discussions, yelling or foul language. If trouble is encountered on public transportation, report the incident to the office immediately.

Metro Cards (bus and train passes) are distributed to eligible students who reside in the Bronx through the Main Office. Students must live 1½ miles from the school to qualify. The parents of students who reside in Yonkers must make an appointment with the Yonkers Board of Education Transportation Department, and must file all applications yearly. Yonkers residents are given the option of choosing either a bus pass or a yellow school bus.

Discount Student Beeline Bus passes may be available from the school office. Students must sign up for this program and must pay the appropriate fee for the pass.

Discount Metro North student passes are available from mta.com.

TRUANCY

Truancy is defined as being absent from school without a parent’s/guardian’s knowledge. Any student who is found to be truant may be subject to disciplinary action.

UNIFORMS

Students are required to be in proper and full uniform every day that they report to school for any reason. Uniforms may be purchased through Lu-Del’s Uniforms at (914) 969-2664.

The school uniform is a gray skirt with green polo shirt and school sweater. All students must own a school uniform cardigan for dress uniform. Students may wear black or gray, school-sanctioned uniform pants in place of the gray skirt.

Headbands must be solid in color, gray, black, white or green and no more than three inches wide. No other color or print headbands may be worn. No head coverings, hats or crowns may be worn. Exception: head coverings may be approved for religious reasons if 1) a letter from a religious leader chronicling the reasons and necessity for the requested head covering is submitted; 2) the requested head covering conforms and is in accordance with the uniform provisions regarding color of headbands prescribed herein; and 3) the requested head covering must be worn continuously by the respective student throughout the day.

Hair should be one natural color. Streaking, shaved heads, mohawks, or weaves of a different color are not permitted. Any student who violates this
rule will be suspended until an appropriate hair color is restored. All decisions regarding acceptability of hair coloring and style rest with the School Administration.

Tights, pantyhose or knee high socks in solid black, white, flesh color, green or gray may be worn. Pantyhose or socks must be worn at all times. Leggings and two tone socks are not permitted.

School shoes must be solid black leather or suede with low heels (no sneakers, canvas shoes, Toms, boots, moccasins, slippers or flip flops are allowed in the building at anytime, even before homeroom). They must be kept clean and shined at all times. Laced shoes must be tied at all times. The options for black shoes are ballet flats, Mary Janes, Hush Puppies, slip-ons below the ankle.

Only a plain, black belt may be worn with uniform pants, no large buckles are allowed.

Jewelry should be worn in moderation. No large hoop earrings are allowed. No tattooing or body piercing of any type is permitted. This includes nose, eyebrow and lip piercings. All decisions regarding acceptable appearance rest with the School Administration and are final.

All students are required to wear the school uniform correctly. Each student is requested to put her name on labels in the clothing for identification purposes. All parts of the uniform must be clean and well pressed at all times. Skirts may not be more than two inches above the knee. They may not be too short, too tight or rolled up.

Students may wear uniform pants in place of the skirt provided the pants have the school emblem and are purchased from the uniform company. Final determination of appropriate uniform is determined by the School Administration.

During inclement weather, leggings may be worn to school. Students will change immediately upon arrival at school since leggings are not permitted in class or homeroom.

If for any valid reason the uniform cannot be worn, the student is expected to wear appropriate attire and obtain a uniform pass from the Dean of Students before reporting to homeroom. A note from a parent or guardian explaining why the uniform was not worn is required. Under no circumstances may jeans be substituted for a skirt or slacks.

Students are required to have a gym uniform; however, the gym uniform may not be worn to school. Students must bring their uniforms for physical education and change before and after physical education class.
Uniform violations include, but are not limited to:

- Colored shirts under the school blouse
- Wearing sneakers outside Physical Education class
- Sandals - especially flip-flops or beach shoes, boots, platform or backless shoes
- High heels, leisure wear shoes, moccasins or canvas shoes
- Jeans with rips
- Yoga pants
- Leggings, long johns, multi-colored socks
- Hats, scarves, or head coverings
- Large/thick neck chains of any type and large, dangling earrings
- Shorts hanging below the skirt
- Socks or stockings with designs
- Netted stockings
- Excessive jewelry and/or make-up

Any attire that is unacceptable will be announced to the students. All decisions regarding appropriateness of attire are left to the discretion of the School Administration.

USE OF SCHOOL GROUNDS AND SURROUNDING AREAS

In the morning, students are expected to remain in the cafeteria until 8:10 a.m., and are expected to leave the school at dismissal in a timely manner unless they are engaged in a supervised after-school activity. All students remaining after school are required to be in a supervised area. Students not participating in a supervised after school activity are required to report to the office to wait for a parent or guardian pickup. Students are not allowed to remain in the building or on the grounds without appropriate staff supervision. Students are not permitted in the park on 241st and McLean Ave.

Students may not have guests on school grounds or in the school building. Additionally, unauthorized solicitation is not permitted, including, but not limited to, sale of food, raffles, etc.

VALEDICTORIAN

Valedictorian and salutatorian are the highest honors bestowed at graduation. To be eligible for consideration for these honors, a student must have been in attendance at Saint Barnabas High School for 4.5 semesters, be an active
member of the National Honor Society and have a record of active participation in the school’s extra-curricular activities. A point system including grades, extra-curricular activities and community service will be utilized in the student selection process.

**VANDALISM**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If something is damaged by accident, report it to a teacher or the office immediately.

**VISITORS**

School policy is to accept only those visitors who have legitimate business to attend to at the school. Students may not have visitors on school grounds or in the school. Parents must call the office to schedule an appointment with the School Administrators, teachers or counselors.

Saint Barnabas High School’s (SBHS); visitor sign-in procedure helps improve safety and security. Each SBHS visitor is **required** to:

1. **Upon arrival:** All visitors MUST approach the school via the 240th Street, Main Entrance, and request entry via the school’s intercom system located at the front door;

2. **Once entry has been granted into the school:** All visitors MUST STOP at the Main Office and provide the office staff with their (visitors) photographic identification;

3. **Once authorization for the visit has been approved:** All visitors **WILL** then sign into the “Visitor Badge/Sign-In Book”, as follows:
   a. Complete both the badge and the "sign in/out stub" by listing your name, your scheduled destination, the date, your initials and your time of arrival ("time in");
   b. Remove the badge and apply it to your clothing in a visible location. Our staff has been trained to look for badges identifying all visitors to insure our procedures are being followed;
   c. You will then be escorted to your requested destination by the staff member/designee with whom your appointment has been scheduled;
   d. Before you leave the school, please return to the Main Office to sign yourself out, locating your initials and sign-out stub. List your departure time ("time out") on the corresponding stub and return your badge the office staff member present.
In the event of an emergency, it is critical that everyone in the building be accounted for. Careful and conscientious observation of visitor sign-in/sign-out procedures will better enable the school to ensure the safety of all building occupants, including students, employees, staff and visitors.

THE PRINCIPAL RETAINS THE RIGHT TO AMEND THIS AGENDABOOK FOR JUST CAUSE. PARENTS/GUARDIANS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

ARCHDIOCESAN POLICY STATEMENT

Once students have met the necessary admission requirements and have been accepted into St. Barnabas High School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Barnabas High School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Saint Barnabas High School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook. Students attending Saint Barnabas High School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

Another important right all students at Saint Barnabas High School surrender involves searches and seizures. School Administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the School Administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by School Administrators at
any time. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and her parents or guardians relinquish when they decide to have a student attend this school is the right to sue the school, the school’s Board of Trustees, the parish or the Archdiocese of New York and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and her parents or guardians, by their acceptance at Saint Barnabas High School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with School Administrators. School Administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

In the exercise of their educational responsibilities, the Administration and staff of Saint Barnabas High School function in loco parentis in their contact with students. Should a situation arise where parental attitude or actions interfere with or compromise the ability of the school to perform its educational mission effectively, the parent will be asked to remove the student from the school.