

MONSIGNOR FARRELL HIGH SCHOOL

Staten Island, New York

Student Handbook

2010-2011

ADMINISTRATION

Principal

Rev. Msgr. Edmund J. Whalen, S. T. D.

Assistant Principal

Mr. Lawrence V. Musanti, B.S. M.S.

Administrative Assistant for Programming/Scheduling

Mrs. Susan Mahon, B.A.

Dean of Students

Mr. Robert Besignano

Assistant Dean

Mr. Scott Bartleson

Assistant Dean

Mr. Timothy Cummings

Assistants to the Dean

Mrs. Francine Fragapane

Mr. Vincent Ward

Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in the Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the the parishes of the Archdiocese, or religious communities within the Archdiocese.

In keeping with the archdiocesan policy regarding sexual abuse of minors, anyone who needs to report an alleged incident of sexual abuse of a minor should follow the procedures found on the Archdiocesan website, <http://ny-archdiocese.org>.

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MSGR. FARRELL STUDENT HANDBOOK
PARENTAL ACKNOWLEDGEMENT FORM

2010-2011

HISTORY

Msgr. Farrell High School was founded as a result of the successful drive for high schools conducted in the Archdiocese of New York under the leadership of the late Francis Cardinal Spellman.

Twenty acres of land were purchased in the Oakwood Heights section of Staten Island. The architectural contract was awarded to Charles Luckman Associates who designed one of the finest educational buildings on Staten Island. The ground-breaking ceremonies in April 1961 signaled the beginning of construction.

During this time, a class of 113 boys and 5 teachers began school in an annex of Saint Sylvester's school in Concord in September 1961 under the direction of Monsignor John Considine as Supervising Principal and Brother Harold Delaney as Brother Principal. In September 1962 the freshman and sophomore classes moved into the new building.

Recently the school was privatized and is now governed by the Administration and a Board of Trustees.

COAT OF ARMS

The field of blue bearing a maroon saltier (a cross in the form of an X) signifies that the high school is under the jurisdiction of the Archdiocese of New York. Such a cross, called the Cross of Saint Patrick, is displayed on the coat of arms of the Archdiocese, where it represents the titular of the Cathedral.

The Lion rampant, the sole charge in white on a gold field, is from the coat of arms of the Farrell family of Ireland, and honors the late Msgr. Joseph Farrell whose name the school bears. The chief is charged with a chalice from the coat of arms of Saint Joseph's Seminary, Dunwoodie, Yonkers, New York, to represent the Diocesan priests who teach in the high school. This heraldic partition is also charged with a Celtic cross (emblazoned with a star) from the insignia of the Congregation of Christian Brothers, who share the teaching assignments at Monsignor Farrell High School.

The motto "Vir Fidelis", translated "a faithful man", is derived from the Divine Office on the Feast of Saint Joseph where it is stated that "a faithful man shall be much praised, and he who is the guardian of his Lord shall be glorified." With this motto, Monsignor Farrell High School heralds its ideal of Catholic manhood, attempting to present a program and lifestyle which, with God's help, will enable the students to cope with the challenge of living in the modern world.

Student's Name _____

Grade and Homeroom _____

We have read and understood the Farrell Bulletin of Information (Student Handbook) and agree to abide by it.

Father's Signature _____

Mother's Signature _____

Student's Signature _____

Date _____

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Note: The school reserves the right to interpret rules and policies as in individual situations and needs arise.

Please return this tear-off to student's homeroom teacher by Monday, October 4, 2010.

**THE PHILOSOPHY AND OBJECTIVES OF
MONSIGNOR FARRELL HIGH SCHOOL**

PHILOSOPHY

Established by the Archdiocese of New York in 1961, Msgr. Farrell High School strives to provide quality education to our young men. Its challenge is to develop an approach to life that is at once Catholic, American and contemporary; that works to develop the whole man, a person aware of his own God-given talents, confident in his abilities, and oriented to the service of others.

In cooperation with the students' parents who are the primary educators, the proper functions of the Catholic school as one of the teaching agencies of the Church is to create for its community a special atmosphere animated by the gospel spirit of freedom and charity, and to help youth grow so that the knowledge the students gradually acquire of the world, life, and humanity is illuminated by faith.

Stemming from the true understanding of human nature is the need for the full and harmonious development of the physical, moral, intellectual and social endowments of each individual. Hence, Msgr. Farrell High School's concern is to graduate mature, faithful men; sensitive and productive members of society; seekers after peace and justice in our complex world.

OBJECTIVES

I. Religious and Moral

A) An understanding of Roman Catholic doctrine and practice; the realization that Roman Catholicism is a way of life that should affect the person's attitude toward every aspect of life.

B) A religious faith which is living, conscious, and active, manifesting itself in the practice of prayer, participation in the Liturgy and the reception of the sacraments.

C) A healthy respect and love for oneself which will overflow into a respect and love for others.

D) An atmosphere in the school which fosters warmth, Christian love and charity, respect of persons and property, responsibility, tolerance, and openness in the relationships among students, administrators, and teachers.

E) An integration of religious truth and values with life, so that the students are encouraged to see community as a reality to be lived and serviced as their response to the gospel message.

II. Intellectual

A) An understanding of the nature and structure of each subject area so that students will be able to apply basic principles to entirely new areas.

B) A stress on skill and accuracy of experimentation and observation, along with objectivity and critical judgment in dealing with data.

C) An ability to analyze and solve problems of a variety of types and varying degrees of difficulty in an accurate and expedient fashion.

D) Competence in understanding and expressing the written and spoken word.

E) Responsibility in dealing with the satisfaction of basic material needs while understanding, at the same time, the true scope of these needs and the way they are interdependent with society's needs in general.

F) Development of foresight and enlightenment that will be required to weigh present actions in terms of future consequences.

G) The creation of an atmosphere of academic competence through the learning environment and suitable curricula as prescribed under the guidelines of the State of New York and the Archdiocesan Department of Education.

L SCHEDULE (HR-Assembly)

7:40—7:54	Mod 1
7:55—8:09	Mod 2
8:10—8:24	Mod 3
8:20	Warning
8:25—8:44	Mod 4 (HR)
8:50—9:50	Assembly
9:55—10:04	Mod 5
10:05—10:14	Mod 6
10:15—10:24	Mod 7
10:25—10:34	Mod 8
10:35—10:44	Mod 9
10:45—10:54	Mod 10
10:55—11:04	Mod 11
11:05—11:19	Mod 12
11:20—11:34	Mod 13
11:35—11:49	Mod 14
11:50—12:04	Mod 15
12:05—12:19	Mod 16
12:20—12:34	Mod 17
12:35—12:49	Mod 18
12:50—1:04	Mod 19
1:05—1:19	Mod 20
1:20—1:29	Mod 21
1:30—1:39	Mod 22
1:40—1:49	Mod 23
1:50—1:59	Mod 24
2:00—2:09	Mod 25
2:10—2:19	Mod 26
2:20—2:29	Mod 27

M SCHEDULE (Assembly-HR)

7:40—7:54	Mod 1
7:55—8:09	Mod 2
8:10—8:24	Mod 3
8:25—9:25	Mod 3
9:30	Warning
9:35—9:54	Mod 4 (HR)
9:55—10:04	Mod 5
10:05—10:14	Mod 6
10:15—10:24	Mod 7
10:25—10:34	Mod 8
10:35—10:44	Mod 9
10:45—10:54	Mod 10
10:55—11:04	Mod 11
11:05—11:19	Mod 12
11:20—11:34	Mod 13
11:35—11:49	Mod 14
11:50—12:04	Mod 15
12:05—12:19	Mod 16
12:20—12:34	Mod 17
12:34—12:49	Mod 18
12:50—1:04	Mod 19
1:05—1:19	Mod 20
1:20—1:29	Mod 21
1:30—1:39	Mod 22
1:40—1:49	Mod 23
1:50—1:59	Mod 24
2:00—2:09	Mod 25
2:10—2:19	Mod 26
2:20—2:29	Mod 27

DAILY BELL SCHEDULE

Listed below are the four schedules which we follow during the school year:

R SCHEDULE (Regular) is followed on a “regular” day.

(A mod is 15 minutes long in an “R” schedule. A subject is usually three mods long or 45 minutes.)

A SCHEDULE (PM Assembly) is followed on a day when there is a special function (Assembly, rally, meeting) in the afternoon.

L SCHEDULE (Homeroom—Assembly) is followed on a day when there is a morning assembly (mass).

M SCHEDULE (Assembly-Homeroom) is followed on a day when there is a special function (meeting) in the morning.

R SCHEDULE (Regular)

7:40—7:54	Mod 1
7:55—8:09	Mod 2
8:10—8:24	Mod 3
8:20	Warning
8:25—8:44	Mod 4 (HR)
8:45—8:59	Mod 5
9:00—9:14	Mod 6
9:15—9:29	Mod 7
9:30—9:44	Mod 8
9:45—9:59	Mod 9
10:00—10:14	Mod 10
10:15—10:29	Mod 11
10:30—10:44	Mod 12
10:45—10:59	Mod 13
11:00—11:14	Mod 14
11:15—11:29	Mod 15
11:30—11:44	Mod 16
11:45—11:59	Mod 17
12:00—12:14	Mod 18
12:15—12:29	Mod 19
12:30—12:44	Mod 20
12:45—12:59	Mod 21
1:00—1:14	Mod 22
1:15—1:29	Mod 23
1:30—1:44	Mod 24
1:45—1:59	Mod 25
2:00—2:14	Mod 26
2:15—2:29	Mod 27

A SCHEDULE (PM Assembly)

7:40—7:54	Mod 1
7:55—8:09	Mod 2
8:10—8:24	Mod 3
8:20	Warning
8:25—8:44	Mod 4(HR)
8:45—8:54	Mod 5
8:55—9:04	Mod 6
9:05—9:14	Mod 7
9:15—9:24	Mod 8
9:25—9:34	Mod 9
9:35—9:44	mod 10
9:45—9:54	Mod 11
9:55—10:09	Mod 12
10:10—10:24	Mod 13
10:25—10:39	Mod 14
10:40—10:54	Mod 15
10:55—11:09	Mod 16
11:10—11:24	Mod 17
11:25—11:39	Mod 18
11:40—11:54	Mod 19
11:55—12:09	Mod 20
12:10—12:19	Mod 21
12:20—12:29	Mod 22
12:30—12:39	Mod 23
12:40—12:49	Mod 24
12:50—12:59	Mod 25
1:00—1:09	Mod 26
1:10—1:19	Mod 27
1:29—2:29	Assembly

III. Social and Civic

A) A knowledge of and a devotion to American ideals and the American heritage of democracy.

B) A consciousness that people, both individually and through their government, have the duty to defend the rights of all.

C) The creation of a global awareness through an appreciation of language, history, and culture of societies different from our own.

D) A sense of civic responsibility and a respect for all duly constituted authority with a determination to participate conscientiously in the government of our Republic, whether as voters or as elected officials.

E) The assurance that American democracy is based upon the sound moral principle that each person has received inalienable rights from God which the state cannot take away.

F) Daily practice of the social graces through refinement in manners, speech and dress.

G) A maturity of the social graces through dealing with fellow students in cultural, intellectual, athletic and extracurricular activities.

IV. Aesthetic

A) Appreciation of what is truly worthwhile in the fine arts; participation in literature, music, drama, art and oratory.

B) Appreciation of the vast number of cultural events available to the students and the opportunity for broadening knowledge and culture through field trips and presentations by experts from outside the school community.

C) Critical evaluation of mass media: internet, newspapers, magazines, cinema, video, audio and theatre.

V. Health and Physical

- A) The promotion of positive mental and emotional development.
- B) Personal understanding of the nature of physical activity and team activity and their effects and benefits,
- C) The promotion of physical fitness, personal hygiene and a positive self-image that can be carried into adult life.

STRUCTURE WITHIN THE SCHOOL

The Priests of the Archdiocese of New York: The priest who serve Msgr. Farrell High School are ample proof of the Archdiocese's commitment to Catholic education.

Teaching is one of many possible ministries for priests of the Archdiocese.

As priests they are spiritual directors, teachers, confessors, counselors and celebrants of the Liturgy and the Sacraments for the school community.

The Congregation of Christian Brothers: The Congregation of Christian Brothers (formerly known as the Irish Christian Brothers) was founded by Blessed Edmund Ignatius Rice in 1802, in Ireland. They are a group of men dedicated to the Community of Faith through teaching and have educational institutions in both hemispheres.

The religious Brothers take vows of chastity, communal poverty and obedience and live in a community.

In the Archdiocese of New York, the Brothers teach in both suburban and inner city high schools and grammar schools as well as at Iona College in New Rochelle.

Sisters of Charity also share in the educational ministry at Msgr. Farrell High School.

The Lay Faculty: The call to Christian education is a call for all men and women to communicate the good news of Jesus Christ by participating in His ministry. Such a universal call demands a commitment from the qualified men and women actively engaged in education and social activities at Msgr. Farrell High School.

The best answer to the question of a lay person's place at Msgr. Farrell is to be found in their students whom they have served, a group of students who will hopefully live the Christian life and look back upon the models of Christian men and women who inspired and encouraged them.

ATHLETIC PROGRAM

Baseball
- Varsity, Junior Varsity, Freshman

Basketball
- Varsity, Junior Varsity, Freshman

Bowling
- Varsity, Junior Varsity

Cross Country
- Varsity, Sophomore, Freshman

Football
- Varsity, Junior Varsity, Freshman

Golf
- Varsity (2 teams)

Ice Hockey
- Varsity, Junior Varsity

Lacrosse
- Varsity, Junior Varsity

Soccer
- Varsity, Junior Varsity (2)

Swimming
- Varsity, Freshman

Tennis
- Varsity

Track & Field
- Varsity, Sophomore, Freshman

Wrestling
- Varsity, Junior Varsity

Intramural Sports

ACTIVITIES

Anime Club
Art Club
Attendance Couriers
Band
 Brass Choir, Concert Band,
 Funk Band, Marching Band
Big Brother
Blood Drive committee
Bookstore
Computer Management Group
Computer Team
Coptic Club
D.A.R.E (Drug Alcohol
 Rehabilitation Education)
Drama—"Farrell Players"
Forensics Team
French Club
Gaelic Club
Guitar Club
History Club
Homecoming Committee
Italian Club
ITV Couriers
Junior Prom Committee
Latino Club
Library Assistance Club
Lion Tech
Literary Magazine—"Logos"

Math Club
Mission Club
National Honor Society
Neediest Families Committee
Newspaper—"The Lion"
New York State Books
 Assistants
Photography Club
Respect for Life Club
Rifle Team
Senior Prom Committee
Sixth Man—Basketball
Special Olympics Volunteers
Student Council
SuperDance Committee
Twelfth Man—Football
Usher Society
WFBN TV Studio
Yearbook

GENERAL ACCEPTANCE REQUIREMENTS INTO THE NINTH GRADE AND UPPER GRADES

Eighth Grade boys are accepted into the ninth grade at Msgr. Farrell by taking the Test for Admission into Catholic High School (TACHS) sponsored by the Archdiocese of New York. In addition, a boy's academic, disciplinary and attendance record for grades 6, 7 and 8 must be submitted. This record will be reviewed by the Principal and Assistant Principal, and will be a contributing factor in gaining admission. The number of boys admitted into the freshmen class will depend on overall student enrollment.

Acceptance into an upper grade at Msgr. Farrell basically depends on the classroom space available in the year the boy wishes to enter. However, admission procedures must include that the boy is now following a college preparatory program of studies which can be adapted to Farrell's course of studies, passes all these courses in the current school year and attains an average of at least 80%, has a good disciplinary record in his present school and is recommended favorably.

WITHDRAWAL FROM FARRELL DURING THE SCHOOL YEAR

If, during the school term, a parent wishes to withdraw his son from Farrell, this procedure must be followed:

- 1) A conference with the principal or assistant principal is required.
- 2) His guidance counselor must be informed.
- 3) All NYS Textbooks, ID Card and Library Books must be returned, as well as school issued athletic uniforms and equipment, if student is an athlete.
- 4) Tuition payments and all fees must be paid in full before report cards or transcripts will be forwarded to the new school.

RELIGIOUS ACTIVITIES

A) *Liturgy*—The worship of God is the center of any Christian Community's life. At Farrell, the Eucharist is celebrated daily, at 7:45am in the school Chapel and on special occasions in the auditorium/gym.

B) *The Sacrament of Reconciliation (Confession)* - This sacrament, regularly available, is an occasion of growth in faith as we turn toward Christ and come into greater contact with ourselves, other people and the Lord. In addition, all religion classes participate in special Penance Services during the seasons of Advent and Lent.

C) *Funerals*—Death is a time when the Farrell community wants to show special support for the grieving. In the event of the death of a student or family member, all in the Farrell community are advised of the funeral arrangements and are encouraged to attend. In case of a parental death, the student's Home Room is allowed to attend the Funeral Liturgy.

D) *Vocation Program*—Christ calls each person to a special role in the Church. In order to foster priestly and religious vocations and make this an awareness, both the priest and brother faculty members engage in vocation programs.

E) *Retreat Program*—During the course of the school year, all religion classes, grades 9-12, will be scheduled to participate in a retreat program. Freshmen and Sophomores are offered a Retreat Day on campus, conducted by the Salesian Youth Ministry Team. The junior and senior retreat is held at the Franciscan Friary located on Todt Hill Road. This activity is mandatory for all students.

F) *Cathedral Preparatory Program*—Runs in conjunction with the Seminary system of the Archdiocese of New York, a student is offered a more formal investigation of a possible vocation to the priesthood and/or religious life.

LATENESS

A student is late if he arrives in homeroom after 8:25am. He should have gone to his locker before this time. Students who are late for school must report immediately to the Attendance Office in the East Wing. Such students will be given detention. Students are also late if they are not in the classroom for the start of each class. Students late for class will be given detention. If a student is frequently late for homeroom or class the Dean may take further disciplinary action.

Any student who is late for a reason such as sickness, a funeral, personal family problems, etc., will be excused from detention, at the discretion of the Dean, upon presentation of a note to that effect written by a parent or guardian and a phone call from them.

SCHOOL CLOSINGS

Callers may receive information by dialing the following school telephone numbers: 718-987-2900; 718-979-2050 (Attendance). Please be patient as many others may be dialing at the same time. Closing announcements may also be heard on WCBS News Radio 88.

VISITORS TO THE SCHOOL BUILDING

At no time should a student open an exit door to admit an individual or group.

All visitors must enter the school by the main entrance and obtain visitor passes from the main office. The visitor pass should be returned upon their departure from the building.

Unauthorized outsiders are subject to legal action. Farrell students are expected to immediately report the presence of unauthorized persons who are seen in the building or anywhere on campus. Students who are seen in the company of any unauthorized outsiders may be subject to disciplinary action.

GYM

All students are expected to wear the required physical education attire. Only gym shoes are allowed on the playing courts. Students not able to participate in gym class must have a doctor's note or authorization from the Dean. No student is to be in the gym or locker area at any time before, during or after school hours unless a member of the faculty or authorized staff is supervising the area. Any injuries should be reported immediately to the gym teacher, who will evaluate the injury, render any necessary first aid and make a record of the incident.

Food and/or liquids are not allowed in the gym or locker rooms.

IDENTIFICATION CARDS

All students are issued I.D. cards. The student must have this card with him during school and at all school functions. This card is to be presented when asked for by faculty or staff. It is also used to check out books from the school library. Lost cards are to be reported to the Dean. Failure to present the student I.D. card upon request will result in disciplinary action. There will be a non-refundable charge for replacement of I.D. cards.

GUIDANCE

The aim of the Guidance Program is to assist the students in their personal, academic, social, and vocational development. The guidance program provides systematic aid through the direction of the counselors by means of group classes, interviews, counseling sessions, and testing tools. Counselors are assigned to a given year to enable all students to be interviewed during the year. If parents desire to speak with a counselor, they may arrange an interview by phoning the school.

The Guidance Services of the school are an integral part of the whole educational program and are designed to assist in focusing the educational process on the student as an individual. These services are organized to give continuous assistance to each student in order that he may make the most of his strengths and make up for any limitations he may discover in himself.

The guidance personnel work in conjunction with the classroom teachers. The Guidance Offices are open to all students and offer a variety of educational and vocational guidance to those who seek advice and counseling.

The weekly group guidance program attempts to help students to know themselves as individuals and as members of society; to aid students in methods of study; to assist them in their choice of college and course of study to find the right career and obtain the proper training for it; and to learn to live and work effectively with others.

A wide variety of standardized tests is administered to students. The interpretation of them provides the counselor, teachers and students themselves with means to discover and to utilize their abilities, aptitudes and interests. Individual interviews enable students to discuss with the Guidance Counselor whatever will promote attitudes and habits which will assist them in making choices and adjustments productive of personal satisfaction and effectiveness.

The Guidance Complex, with its computer lab and printed materials, is well equipped to care for educational, financial, occupational and social aspects for the present and probable future of the students.

Group activities are planned during the year for students and their parents. These include, Financial Aid Night, Financial Aid Form Night (Senior Parents), college night (juniors and parents) and other group sessions developed as the need arises.

Parents are encouraged to make use of the guidance facilities at any time.

THE PROGRAM OF STUDIES

General Academic Policy, Curriculum and Statistics:

An entering ninth grader is placed into a college prep, honors or scholars curriculum by means of various placement exams and primary school recommendations as well as the sub-test results of the eighth grade TACHS Examination.

A modern language is chosen by the entering freshman. Regents and Honors candidates may choose either Spanish or Italian. Scholars candidates are required to take a full year of Latin, followed by two years of accelerated French.

The basic minimum requirements for graduation (not including senior electives) are below. IF a NYS regents is offered, it must be taken.

- 4 years of Theology
- 4 years of English
- 4 years of Social Studies
- 4 years of Mathematics
- 4 years of Physical Education
- 4 years of Group Guidance
- 3 years of Science
- 3 years of Foreign Language
- 3 years of Computer Science
 - Introduction to Computer
 - Java Computer Programming
 - Computer Applications
- 1/2 year of Art, Music, and Health

PARKING

Any motor vehicle which is parked on school property must be registered with the Dean. When the car is properly registered, a vehicle permit will be issued for it. This permit must always be clearly displayed during school hours. A separate permit must be requested for each vehicle. Msgr. Farrell High School is not responsible for any damage that may occur to any vehicle parked on school property. Students should be aware that automobiles parked on the school premises are subject to search at the discretion of school officials.

Students may park their cars only in the lot provided for them. They may not park elsewhere, e.g. the Circular Driveway, the Faculty or Staff lots, or anywhere behind the school.

Abuse of the above may result in the withdrawal of parking privileges and appropriate disciplinary action.

Parent volunteers may park in the "Visitor" spaces at the end of the circular driveway or in the unused spaces of the faculty parking lot in front of the gym.

Please remember that during school hours, the parking areas will be locked and off limits to students. Students contemplating earlier dismissal should park off campus, since the parking lot gates will not be opened until after 1:00pm for security reasons.

BOOKSTORE—NEW YORK STATE TEXTBOOKS

The school Bookstore is open every school day before and after school. Non-New York State books and supplies as well as school apparel are available there.

According to New York State law, each student receives textbooks which must be returned to the school at the end of the academic year. Anyone who does not return the New York State book he was issued, for whatever reason, must pay for that book. Fines will be levied for books which, in our judgment are returned in an abused condition. All state textbooks should be covered.

TRANSCRIPTS

Each senior who is in good standing may request that transcripts of his permanent record be sent to the college and/or organization of his choice. Requests for transcripts after graduation are to be addressed to the school office and a remittance of five dollars enclosed for each copy.

**MAIN OFFICE, LOBBY, SCHOOL CHAPEL
LIBRARY AND GUIDANCE AREA**

Except for official business, no student is to be in the Main Office. The main lobby, the school chapel and the guidance area are not to be used during the school day as study or recreational areas. All students are to be in the **link area** or the **breezeway** during unassigned times. The library is a place to study, do research, or read. Silence is to be maintained at all times. **No food or drink is allowed in the library, chapel, main office, guidance area, main lobby, gym, locker rooms or above the ground floor except in the cafeteria.**

LUNCHES AND CAFETERIA

Neither food nor beverages are to be taken from the cafeteria, link area or senior terrace. Homemade lunches are to be left in the school locker until just before lunch mods. Students are expected to act in a responsible manner while using the cafeteria. To ensure neatness in the cafeteria, all students are expected to clean papers and the food from the table area used. It is imperative that the cafeteria and school be kept reasonably clean. Students may be directed to assist lunch room moderators in maintaining the cleanliness of the cafeteria and are to respond in a cooperative spirit. All trash is to be deposited in the receptacles provided. After lunch no student is to go to his locker until five minutes before his next class. Beverages of any kind may not be carried or consumed anywhere in the building outside of the cafeteria or designated section of the link area. **Violators will be penalized.**

Students are not permitted to have food delivered to school without the permission of the Principal (Administration).

MESSAGES FOR STUDENTS

Except for EMERGENCIES, the school will not excuse students from class to receive or make phone calls. Please do not ask us to relay a message, during classes, to a student unless it is an emergency. At the **end of the day** we can, however, call a student down during afternoon announcements and relay a message to him.

The subjects taught at Msgr. Farrell—Regents (college preparatory), Honors (advanced standing) and Scholars—are listed below.

Courses of study arranged from these subjects and successfully passed will qualify a student for graduation and entitle him to a High School and Regents Diploma.

Freshman Year

Theology I	Italian 1, Italian 2
English 1, English 1H, English 1S	Latin for Scholars
Global Studies 1, Global Studies 1S	Basic Art
Math 9, Accelerated Math 9H	Guidance 1
Biology—Living Environment	Physical Education 1
Scholars Biology	Introduction to Computer
Spanish 1, Spanish 2	Band 1

Sophomore Year

Theology II	Italian 2, Italian 3
English 2, English 2H, English 2S	French for Scholars 1/2
Global Studies 2, AP European History	Guidance 2
Math 10, Accelerated 10H	Physical Education 2
Chemistry	Health Education
Scholars Chemistry	Java Programming
Spanish 2, Spanish 3	Band 2

Junior Year

Theology III	Physics
Teaching Christian Message 1	Spanish 3, Spanish 4
English 3, English 3H,	French for Scholars 2/3
AP English Literature	Italian 3, Italian 4
US History & Government,	Guidance 3
AP American History	Physical Education 3
Math 11, Accelerated Math 11H,	Computer Applications
Advanced Algebra/Calculus	Band 3
Earth Science	

Senior Year

The basic senior program consists of:

REQUIRED COURSES

Theology IV, Teaching the Christian Message 2
English 4, English 4H, Advanced Placement English Literature/Language
Social Studies
Advanced Algebra/Calculus, Applications in Algebra, Calculus R,
Advanced Placement Calculus AB, Advanced Placement Calculus BC
Guidance 4
Physical Education 4
Music

ELECTIVES

An incoming senior must choose a minimum of two electives from the following:

AP European	Journalism
AP American	Italian 4
AP Political Science (US & Comparative)	Studio Art
Psychology	Business Law
AP Computer (A)	Computer C#
Computer Assisted Design	Criminology
AP Biology	Accounting
AP Chemistry	Finance
Physics	Human Anatomy
Environmental Science	Drama
Spanish 4	Creative Writing
French 4	

Band 4 (a credited course, but cannot be used as one of the two required Senior electives.)

ACCREDITATION

Msgr. Farrell High School is chartered by, and its curriculum is registered with, the Regents of the University of the State of New York. It is also accredited by the Middle States Association of Secondary Schools and Colleges.

LOCKS AND LOCKERS

Students will be assigned a new locker each year in the school building by the Dean. These are not to be changed without the Dean's permission. Lockers in the gym area will be assigned by the physical education instructor. Only school locks are to be used anywhere in the building. All other locks will be removed and the contents of the lockers will be confiscated.

All students are reminded to be extremely security conscious. All students should make sure the door and top box of their school lockers are locked. We recommend against leaving textbooks or other valuables in the top "box" locker as rigorous wear and tear over the years has rendered them less secure. Students should never leave valuables anywhere in the school unattended. While the school assumes no liability for articles left in the school or missing from lockers, classrooms or automobiles, any missing articles should be reported to the Dean as soon as possible. We strongly urge all of our students to leave their jewelry at home and only carry the amount of cash which is necessary to get them through the day.

Since all lockers are the property of Msgr. Farrell High School, the Administration has the right to inspect school and gym lockers at any time, without student knowledge or consent.

Students are to keep their lockers in good order. They are not to deface or alter their lockers in any way. If a locker does not operate correctly, this matter should be reported to the Dean so that repairs can be made as soon as possible.

Students may go to their lockers before and after school and before and after lunch. No student is to go to his locker between classes or during homeroom.

The school reserves the right to require students to completely empty their lockers before Christmas vacation, Easter vacation and in June.

LOST AND FOUND

Found articles should be turned in to the Dean's Office. For easy identification, all books and personal articles (including cases for eyeglasses) should have the student's name and homeroom written on them. Lost articles should be reported to the Dean's Office. Msgr. Farrell High School assumes no responsibility or liability for lost or stolen property.

SPECIFIC POLICIES

CUTTING CLASS/TRUANCY

If a student cuts any class or is truant, he will be suspended and given indefinite detention (which may include Saturdays), his parents will be notified and must come to school to meet with the Dean. The student will be placed on warning status or probation. He will receive “0” on tests, quizzes, etc. missed with no opportunity for make-up. Any subsequent cut or truancy could result in expulsion from Monsignor Farrell High School.

ELEVATOR

No student is to use the elevator at any time before, during or after school—this includes all athletes—unless permission to do so is given in writing by the Dean. To obtain this permission, a student must present a doctor’s note requesting such to the Dean. Violation of this rule is considered serious and appropriate action will be taken.

EMERGENCY EVACUATION

All students and teachers are to be familiar with the school’s emergency evacuation procedures. Printed copies of these procedures are posted in every classroom.

When the fire bells are activated:

1. Students and teachers are to respond to the fire alarm immediately.
2. Silence and order will be observed throughout the evacuation.
3. Books will be left in the classrooms. Classroom doors are to be closed when the last person has left the room. Students may not go to lockers for items of clothing, etc.
4. Classes will proceed in double lines down the sides of the corridors, stairways and fire tower. Lines should move quickly. All doors and exits should be used unless otherwise notified over the P.A. Students who exit first should keep the doors open for those who follow. Under no circumstances should anyone use the elevator during an emergency evacuation.
5. The entire building must be emptied during a building evacuation.
6. The signal to re-enter the building will be given by the Principal or Administrator.

A) Honors:

First Honors—minimum overall marking period average of 89.5% - each subject average no lower than 84.5%

Second Honors—minimum overall marking period average of 84.5% - each subject average no lower than 79.5%

B) St. John’s University, Dual Enrollment:

Some courses taught at Msgr. Farrell by qualified Farrell faculty will automatically be recognized as college courses by St. John’s and college credit will be recorded on the college transcript if a grade of 80 or better is attained. This college course credit may be transferable to other colleges. Farrell credits these courses as senior courses at the same time.

Dual enrollment courses will be finalized in late spring. A senior may take this type of course for Farrell school credit only. A fee, payable to St. John’s, will be charged if he opts for dual credit. Seniors decide in September whether they want to enroll in the dual enrollment program in a particular subject.

Courses approved for this school year are: Calculus R, AP Calculus AB, AP Calculus BC, AP English, English 4 Honors, Accounting, AP Computer A, AP Chemistry, AP Biology and AP Political Science, Advanced Algebra/Calculus, Spanish 4, Criminology, Italian 4.

C) The Advanced Placement Program:

Some seniors may wish to take Advanced Placement courses offered at Farrell. A special AP test, given in May of senior year, is required of each participant, regardless of whether or not he is also enrolled in a dual college credit program. Advanced Placement courses are offered in:

American History, European History,
Political Science, Biology, Chemistry,
English Literature, English Comp.,
Math AB, Math BC, Computer Science (A)

PASSING OF SUBJECT, FAILURES, SUMMER SCHOOL GRADES

The academic policy regarding any failures on the final average requires the subject average to be passed with no less than 65% for the student to go on to the next year's course or full course of study or to be graduate from Msgr. Farrell High School.

No mark below "55" will be given for marking periods 1, 2 or 3. However, the mark given on the mid-year and final exams, as well as marking period 4, will be the exact mark that is earned. This can be anywhere from "0" to "100".

If a student fails any three (3) subjects on the final average in June, he may not return to Msgr. Farrell High School.

If a student—Freshman, Sophomore, Junior or Senior—fails (final average) any subject or subjects, he must attend the Msgr. Farrell Summer School. In the event that a subject is not offered in summer school, appropriate arrangements must be made with the Principal to make up the work that was deficient. Non-participation in summer school or in the above mentioned "arrangements" means, in effect, that a student has resigned from Msgr. Farrell High School.

All subject and Regents Examination failures for a given academic year are expected to be ERASED before the beginning of the next academic year.

If a student fails any academic subjects in summer school, he may not return to Farrell in September.

Seniors must pass all of their subjects (required and elective) in order to graduate.

THE FINAL AVERAGE

FOR FULL YEAR COURSES:

All quarter grades, mid-year exam grade and final exam grade carry the same weight in determining the final average. Each is valued at 1/6 of the total.

FOR ONE SEMESTER COURSES:

First quarter, second quarter and final grades carry the same weight in determining the final average. Each is valued at 1/3 of the total.

In all cases involving grades and final average problems, the Administration reserves the right to make the final decision after consultation with the teacher and department chairperson.

DISCIPLINARY PROCEDURE

A) **Detention**—Detention will be held on Monday & Tuesday from 2:30-4:15pm and Thursday from 2:30-3:30pm in Room 207. All students who have been assigned detention by a Dean or faculty members must report promptly on the day they have been assigned. Students who fail to report will receive additional days of detention. Any student who fails to report to detention a second time during the year is exhibiting a total disregard for the disciplinary policies of the school and will be subject to suspension. Detention may also be held on Wednesday and Friday at the discretion of the Dean. Days and time for detention are subject to change at the discretion of the dean.

Absolute silence will be maintained at all times during daily detention. At times, work details will be used instead of classroom detention. Students whose records reflect a large number of detentions over a period of time may be subject to serving Saturday detention at the Dean's discretion. A record is kept of all offenses and detentions and will be filed with the student's personal record. Report cards reflect the current number of detentions which a student may have accumulated during each marking period.

B) **Probation**—Students whose behavior, attendance or punctuality patterns fail to measure up to the school's standards may be placed on warning status or probation. This entails a trial period during which there must be a significant improvement in attitude and behavior. Probation may include suspension from all extracurricular activities for the length of the probationary period. Further setbacks could result in renewal of the probationary status, suspension and/or expulsion.

C) **Suspension**—For serious violations of school regulations, students may be refused permission to attend class or participate in extracurricular activities. Such students will not be eligible for reinstatement until a personal interview has been arranged with parents.

D) **Expulsion**—Students who persistently neglect their work, who are openly insubordinate, whose conduct reflects unfavorably on the reputation of the school, or whose actions indicate they may be detrimental to the common good of the school will be subject to dismissal.

This printed policy statement is intended as a guideline only. It is subject to change at the discretion of the Principal. Please note that the above policy does not cover the possible automatic expulsion of a student for very serious violations of school policy.

REPORTS, TESTS, HOMEWORK, EXAMINATIONS AND EXAM SCHEDULE

- E) **Hats**—All headgear must be removed before entering the building. Students may not wear hats or headbands in the building at any time, before, during or after school.
- F) **Jewelry**—Earrings, tongue rings or other visible pierced body parts or tattoos are not acceptable and may not be worn or displayed at any time before, during or after school. Also, it is not permitted to “cover up” earring studs with band aids, etc. Key chains, straps, etc. are to be placed out of sight and not left hanging from belts or pockets. Other forms of jewelry such as chains, nameplates, religious medals, beads etc. may not be worn or seen outside the shirt.
- G) **Belts**—Belts, which are required, are to be visible and worn properly. (Black or brown in color)
- H) **Rubber Wristbands**—are not permitted at anytime. They may be worn only with the permission from the Principal.
- I) **Hair**—Students are not to use hair dye, bleach or other chemicals which change the natural coloring of their hair. Hair should always be reasonably clean, combed and trimmed in a neat style. Hair should be of moderate length and not cover the ears, eyebrows or shirt collar. Sideburns are to be neatly trimmed and may not extend below the earlobe. Facial hair is not permitted and students are expected to be clean shaven every day. Seniors, however, may wear a neatly trimmed mustache.

Extreme or bizarre haircuts and styles are not permitted. We do not allow shaved heads, “bowl” or “mushroom head” haircuts, shaved sides with hair mousse or slicked back, letters, numbers or designs carved into the scalp, etc. **The Dean’s Office reserves the right to make the final judgment in these matters.**

Permission to be excused from wearing the uniform must be sought in advance from the Dean of Students. Students will only be granted permission in cases of emergency or for a legitimate reason supported by a parental note. **Violations of the dress code may result in disciplinary action such as detention or, in repeated cases, suspension from class and/or school.**

GUIDELINES FOR BEHAVIOR

Students are expected to behave in an appropriate manner. This is properly maintained by a respect for every individual as well as the property of the school and of others. Any violation of this respect is unacceptable. In addition to the usual consequences for unacceptable behavior, the opportunity to participate in after-school activities may be denied those who demonstrate a lack of respect towards others or the property of others.

As a rule, at least two hours should be spent in home study during the evenings preceding class days. If this prescribed time is seriously and regularly devoted to after class assignments, the student will rarely present an unsatisfactory report card or be in danger of failure.

Students are responsible for any assignments, tests, etc. given during their absence from school. Daily, weekly, monthly and marking period assignments, tests and quizzes, as well as class work, determine a marking period grade. In January and June, mid-year and final exams of two or three hours are given.

MID-YEAR AND FINAL EXAMS

Absences—Parents must notify the school on the day of a student’s absence. Absence from a mid-year or final exam should occur only in the case of a serious illness and requires the presentation of a doctor’s note upon return to school.

Cheating—Cheating is a serious offense and will be dealt with accordingly. According to New York State Education Law, a student guilty of cheating has committed a misdemeanor and risks EXPULSION.

PARENT-TEACHER MEETINGS

Two types of meetings are conducted at Msgr. Farrell High School:

1. (A) Freshman parents are asked to be present at a meeting in the early fall. A general Assembly is held after which parents follow their son’s daily schedule. Parents will meet each teacher to learn the general format of the class, method of teaching, grading, assignments, means of communicating with each teacher, etc.
(B) Junior parents receive a brief, but important, workshop on college admission policies by our college advisor. Students and parents should attend.
2. Parent-Teacher meetings are also held during the school year after the first, mid-year and third report cards. Parents are invited to attend these meetings; however, parents of those students who fail any subjects during these marking periods must attend the meetings and speak to their son’s teachers. The final parent-teacher meeting of the year is held on the morning following receipt of the final report card in June.

REPORT CARDS

Report Cards are issued four times during the school year. Report cards are to be signed by either parent and returned by the students two school days after they have been received.

In order to keep parents informed about academic concerns between report cards, PROGRESS REPORTS will be sent home as necessary. Parents are advised to study each Report Card carefully and direct any questions to Subject Teachers at the Parent-Teacher Conference immediately following each Report Card. The Report Card is the most important PROGRESS REPORT.

OFFICE HOURS

The main office at Monsignor Farrell High School is open from 8:00am to 4:00pm.

TRANSPORTATION

If a student lives more than a mile and a half from Msgr. Farrell, he may qualify for a free Metro Card. Less than a mile and a half may qualify the student for a *reduced fare* Metro Card.

The Oakwood Heights station of the Staten Island Rapid Transit is conveniently located near the Farrell campus.

Parents who drop off/pick up their sons should not drive into the student or faculty parking lots (near the gym). The back driveway in between the gym and the football field is **off limits** at all times to students, parents or guests.

Train and bus passes should be carefully stored in the student's wallet. The school is not provided with extra passes in the event of an unexpected loss due to carelessness or theft.

TUITION

Tuition statements are sent out from the Tuition Management office to all parents. Payments are to be returned directly to the Tuition Management office and not to Msgr. Farrell, unless otherwise directed. No Mid-year or Final Exams may be taken unless tuition payments are up-to-date. Special passes will be issued to students whose financial status certifies them as being in "good standing". A late fee will be charged for each month an account falls into arrears.

DRESS CODE

Msgr. Farrell High School strives to promote in its students an attitude of self pride about dress and grooming which will result in students appearing neat and clean at all times. The purpose of the official dress code is to elevate the "look" of the Farrell student to that of a young man in a serious atmosphere, reflecting the importance of secondary education in a person's development. From September 1st to October 1st and from May 1st to the end of June, students may dress according to the "*summer*" dress code. This type of dress means the official Farrell short sleeved golf shirt, Farrell dress slacks, with belt, regulation shoes and full socks (not half or quarter). From October to May 1st, students dress in the "winter" dress code which consists of shirt, tie and sports jacket or official Farrell "V-neck" sweater, Farrell dress slacks, with belt, and regulation shoes and socks.

As a private school, we reserve the right to set the dress and hair policy which conforms to our philosophy and objectives. We urge parents to monitor clothing worn to and from, as well as in, school. Jackets, suits, shirts, ties, pants, etc. should be cleaned regularly and replaced when no longer presentable.

The following regulations regarding good grooming and proper dress are effective from the time a student leaves home in the morning until he returns home in the afternoon. (Students are expected to arrive fully uniformed and depart fully uniformed—no changing in the hallways, etc.)

- A) **Shirts**—A solid, light colored dress shirt and uniform tie are to be worn. All dress shirts are to have buttons and a full collar. Dress shirts should always be clean and pressed. **Shirts are to be tucked in at all times both in summer and winter.** If worn, undershirts should be plain white so that they cannot be seen through the dress or Farrell uniform shirt.
- B) **Pants**—All students must wear the official school dress pants which are provided by SCHOLASTIC SPECIALTY CORP. No other pants are permitted. All pants should be clean and pressed. Pants should fit properly and be worn properly. Oversized, baggy or droopy clothing is not permitted.
- C) **Jackets**—Suit or sport jackets are to be worn. Seniors may choose to wear the official Farrell varsity sweater in lieu of a jacket. Underclassmen may choose to wear the official Farrell V-neck sweater in lieu of a jacket, or else underneath a jacket. **Sweat shirts and other kinds of sweaters are not permitted at any time.**
- D) **Shoes**—Uniform shoes (to be kept clean and polished) are the ONLY ACCEPTABLE FOOTWEAR DURING THE SCHOOL DAY. No other footwear is to be worn without a doctor's note and permission from the DEAN OF STUDENTS.

LUNCH PROGRAM

The following information should be included in the note:

- A) the reason for the absence
- B) the day or days of the absence
- C) the student's name and homeroom
- D) the signature of the parent or guardian

The student is to show the "Admit Slip" to each of his subject teachers at the beginning of each class.

In the event that a student will be absent for an extended period of time (a week or more), the parent is to request that work from each of his subject teachers be sent home. This can be done by calling the Main Office and requesting his homework assignments.

If the required phone call is not made by the parent or guardian during the designated time period, the student will be assigned detention. If the student fails to present a note from his parent or guardian upon his return to school, he will be assigned detention.

Motor vehicle, medical, dental and other appointments should be scheduled for after school hours, Saturdays or during non-school days. Please refer to the school calendar.

College campus visits are to be made on designated "college search days" or on non-school time. Students will be excused ONLY for mandatory admissions interviews (rare) and NECESSARY BUSINESS after a college acceptance. A letter stating the reason for a school time appointment must be presented to and approved by the COLLEGE ADVISOR and THE PRINCIPAL before the scheduled appointment.

BUILDING AND CAMPUS

Msgr. Farrell has a CLOSED CAMPUS. During school hours, no student is to leave the school building without the expressed permission of the Dean or the Principal. No student is to be in the parking lot except when coming to or leaving from school. No teacher is authorized to permit a student to leave the school building, wander "out of bounds" or leave the school campus without the expressed permission of the Principal or Dean. The school roof is off limits to all students at all times. All students are asked to help keep the campus and school building clean and in good condition.

Students are not permitted to have food or any other items delivered to the school without permission of the Administration.

A nutritious breakfast is available every morning until 8:20am. Students may purchase lunch at school or bring it from home. Students may not leave the building during lunchtime. All food is to be consumed in the cafeteria area and designated sections of the link area. Glass bottles or containers are not permitted in the cafeteria.

LIBRARY

The academic growth of a student depends not only on classroom teaching, but also on complementary knowledge gained through independent research and reading. For this reason students are encouraged to use the school library not only for class assignments but also for leisure time reading and enjoyment. Students using the library should be in school dress code at all times.

The library is open from 7:30am to 8:20am and from 8:45am to 3:30pm. On days when an "M" schedule is followed, the library is open from 9:55am to 3:30pm. Students wishing to conduct research may also access Farrell resource center from their own personal home computers.

DRIVER EDUCATION

Driver Education at Msgr. Farrell High School consists of two sixteen week semesters. The first class is from September to January, and the second class is from February to June. Driver Education is also offered during Summer School.

Students who wish to enroll must be 16 years old prior to the starting date each semester (September & February). Example: Starting date September 21—you must be 16 years old by September 20.

The course consists of both driver training and classroom instruction. Each student must attend one driver training class and one lecture class each week for sixteen sessions.

A student who successfully completes the course enjoys reduced insurance premiums.

DISCIPLINARY POLICY

Since discipline develops acceptable standards and habits of conduct, it is one of the most important characteristics of our school program. The student grows in character as he comes to understand more fully the consequences of his decisions.

In order to insure the smooth running of the school, all students are requested to follow the rules and regulations. The Dean of Students is responsible for the overall discipline and good order of the students.

Students who disobey the rules of the school demonstrate poor judgment and a lack of self-discipline. Such students are usually disciplined by being assigned detention. A detention record for all students is kept on file by the Dean and the Guidance Office. Parents will be informed of any serious infraction of school rules by means of a telephone call from the Dean and/or a disciplinary letter which is mailed home soon after the date of the incident.

The school reserves the right to dismiss, at any time, a student whose conduct is not in keeping with Farrell's philosophy and objectives. Students whose conduct, on or off campus, reflects unfavorably on the reputation of the school, or who are considered to be detrimental to the common good of the school will not be allowed to remain at Monsignor Farrell High School.

Among the offenses which may involve dismissal are:

- Assaulting** a teacher, student or other member of the school community
- Serious or Habitual Disobedience and/or Disrespect** to school authorities
- Destruction or Vandalism of school property.** This includes graffiti.
- Fighting** on school premises or while in transit to or from school is conduct unbecoming a Farrell man and is a serious breach of discipline.
- Possession of Weapons** or objects which, in the Principal's judgment, are determined to be potentially harmful or life-threatening such as hand guns, air guns, knives, box cutters, blackjacks, pipes, bats, etc.
- Drug and alcohol** policy violations.
- Stealing** from anyone, whether school, teachers or other students.
- Sexual or other forms of Harassment** against teachers, staff or other students.

ATTENDANCE—ABSENCE

Good attendance and school achievement are closely linked. Therefore, Msgr. Farrell High School expects students to maintain a good attendance record as a prerequisite for earning course credit. Excessive absence and/or lateness may result in a disciplinary action. Should a student's absences be so frequent as to jeopardize his obtaining credit, the Dean of Students will notify the student and his parents of this fact. Excessive (as defined by the school) absences may result in loss of course credit or dismissal from school.

Absences not included in this policy are:

- A) Classes missed because of approved school related and sanctioned functions.
- B) Absences for extended hospitalization, death in immediate family, or extended illness under a physician's care.
- C) Any other absences which the Dean of Students considers to be Extraordinary.

The following are considered legal reasons for being absent. Although legal, these absences will count toward those which may result in loss of credit:

- sickness
- required appearance in court
- remedial health treatment

Parents have the responsibility of informing the Attendance Office in writing of any anticipated absence. Arrangements must be made by the student, prior to the absence, for assignments, make-up work, scheduling of tests, etc. A student may not absent himself from school for reasons such as "travel", "non-school vacations", "work", "baby sitting", "unapproved college visits", etc. This would be considered an "UNEXCUSED ABSENCE". Violators would still be responsible for ALL work, at ZERO CREDIT, and are subject to other sanctions.

An "unexcused absence" for vacations, reunions, parent or family business is NOT a "legitimate" absence and will be penalized.

Whenever a student is absent, a parent or guardian must telephone the Attendance Office each morning of his absence—between the hours of 8:00am and 10:00am. The following information is to be given to the Attendance Office (718-979-2050):

- A) state who is calling
- B) state the student's name, grade and homeroom
- C) state cause of absence
- D) state the duration of the absence—if it is long (e.g. hospitalization) there is no need to call each day.

HAZING, INITIATION RITES, BULLYING POLICY

The school does not tolerate any form of initiation, hazing or bullying of students whether in school or in connection with school sponsored sports or other activities.

All reported incidents will be immediately investigated to determine the scope and severity of the behavior, identify the violator(s), evaluate the harm to the victim(s), and determine the disciplinary and corrective action. All students will be suspended until the end of the investigation.

When the acts in question are violent or criminal in nature, there will be an immediate referral to law enforcement.

SMOKING, DRUGS AND ALCOHOL POLICY

Because of the physical, mental and social consequences of the misuse of smoking, drugs and alcohol, and to discourage such misuse and its proliferation, the policy of Monsignor Farrell High School is as follows:

Students are not allowed to smoke anywhere, at any time, on school property. Any student who violates this rule will be given extended detention and a \$25.00 fine and placed on warning status or probation. By New York City law, all high schools are *Smoke Free Zones*.

A student is subject to expulsion if he is in violation of the drug and alcohol policy. A violation occurs in any of the following instances:

1. Any student in possession of drugs or alcohol on the school premises or in transit to or from school or any school event.
2. Any student who possesses any form of drugs or alcohol while on school premises or while in transit to or from school premises for the purposes of consuming it or selling or sharing it with others.
3. Any student participating in a drug transaction on the school premises or in transit to or from school, e.g., one who orders, receives, aids in or who is present during such transactions.
4. Any student illegally using a drug or using alcohol on school premises.

All instances of alleged violations will be reviewed by the Dean of Students who will report his findings to the Principal. The penalty of expulsion will be considered, as well as criminal charges.

In order to clarify certain basic principles underlying this policy, the following should clearly be understood: "*The premises*" will be considered as extending to other locations when a violation occurs in connection with school sponsored student activities or athletic functions off campus or in any other situation in which individuals can clearly be identified as Farrell students. (Athletic camps, school trips, etc.)

- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab .
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.), the **student** is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- **Transmission of any material in violation of any U.S. or state regulation is prohibited.** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

OTHER RULES AND REGULATIONS CONCERNING DISCIPLINARY POLICY

BB guns, water pistols, toy guns or other objects which, in the opinion of school authorities, might resemble a dangerous weapon and might possibly result in upset to the school community are forbidden.

Gambling, in the form of betting sheets, card playing, coin tossing, throwing dice, etc., is prohibited, exception the case of school sponsored and monitored fundraisers (ex: MDA).

Electronic Devices such as video or tape recorders, walkman-type radios, laser lights, etc., are not permitted.

Noise Makers, Stink Bombs or other devices which have the potential to cause disruption are not permitted.

Verbal Abuse, Harassment and Obscenities are considered serious breaches of discipline and will be treated as such.

Chewing Gum is strictly forbidden! A \$25.00 fine will be levied.

Cell phones, camera phones or other digital media are allowed on school grounds. However, between the hours of 8:00am and 3:00pm, they must be shut off and may not be worn externally or in any way visible. Calculator features may never be used in school. Phones and beepers and any electronic equipment (eg: I-Pod) "in use" or that "are visible" during school time will be confiscated. Violators are subject to a \$25.00 fine.

SUSPECTED POSSESSION OF CONTRABAND

When a teacher or administrator believes there is reasonable cause, he or she may confiscate suspected contraband from a student. Contraband may exist in a variety of forms (i.e., drugs, alcohol, weapons, forged or altered legal documents, counterfeit currency, merchandise of questionable origin, etc.)

In such a case, the matter will be referred to the Dean of Students for immediate investigation. If the preliminary investigation indicates unlawful behavior, the Dean will immediately contact the parents or guardians of the student and request that they attend a meeting at the school.

Contraband items will not be returned and will be disposed of in a manner deemed suitable by the school's Principal. Students found to be in possession of contraband will be subject to detention, suspension or expulsion, at the discretion of the Principal. In addition, the school reserves the right to seek the advice and/or involvement of law.

A student has a serious obligation to immediately notify an adult of any weapon he may have seen or heard was on the school campus or at any school sponsored activity or event.

STUDENT EXPECTATIONS IN THE USE OF THE INTERNET

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the continued consequences of the school's discipline policy.

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.